

12-18-1980

Board of Trustees Minutes, December 18, 1980

Eastern Washington University

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EASTERN WASHINGTON UNIVERSITY

Board of Trustees
Minutes

December 18, 1980

The Board of Trustees of Eastern Washington University held a regular meeting on Thursday, December 18, 1980, at 10:00 a.m. in the Pence Union Building Council Chambers.

BOARD OF TRUSTEES PRESENT

Mr. Bruce McPhaden, Vice Chairman
Mrs. Frederick Wilson, Jr.
Mr. Andrew Kelly
Mrs. James Chase

BOARD MEMBER ABSENT

Mr. Fred Enlow, Chairman

Mr. Fred Enlow was absent due to weather conditions at the Seattle-Tacoma Airport and the Spokane Airport.

STAFF PRESENT

Dr. H. George Frederickson, President
Dr. Duane Thompson, Acting Provost for Academic Affairs
Mr. Fred Johns, Vice President for Business and Finance
Mr. Richard Flamer, Acting Provost for Students Services
Mr. Russ Hartman, Director, Planning and Budgeting Services
Mr. Ken Dolan, Secretary, Board of Trustees
Mr. John Lamp, Senior Assistant Attorney General
Dr. Raymond Soltero, President, Faculty Organization
Ms. Donna Rolloff, Representative of the Alumni Association
Mr. Ivan Zarling, Director of Personnel Services
Mr. Bob Graham, Director, Physical Plant
Dr. Daryl Hagie, University Ombudsman
Mr. Terry Maurer, EWU News Bureau Director

SPECIAL GUESTS

Mr. John Montague, City Fire Marshall
Mr. Tom Trulove, Mayor of the City of Cheney

STUDENTS PRESENT

Mr. Greg Fazzari, ASEWU Executive Vice President
Mr. Doug Jordan, ASEWU Finance Vice President

MEDIA PRESENT

Mr. Steve Sharp, Cheney Free Press
Ms. Alice Feinstein, Spokane Daily Chronicle

BUSINESS MEETING

Vice Chairman McPhaden called the meeting to order at 10:02 a.m.

PRESIDENTS' REPORTS

Presidents' reports were presented to the Board of Trustees by EWU President H. George Frederickson; Ms. Donna Rolloff, Alumni Association Representative; Dr. Raymond Soltero, President, Faculty Organization; Mr. Greg Fazzari, Executive Vice President of the Associated Students.

MINUTES OF THE NOVEMBER BOARD OF TRUSTEES MEETING, Agenda Item II. A.

Motion #12-01-80: "I move that the minutes of the regular Board of Trustees meeting of November 20, 1980, be approved as submitted."

Motion by Mr. Kelly, seconded by Mrs. Chase, approved unanimously.

SPECIAL COURSE FEE, Agenda Item III.A.1.

Motion #12-02-80: "I move that a special fee in the amount of \$100.00 be approved for scuba diving. The fee will cover the cost of equipment rental, texts and workbooks and insurance."

Motion by Mr. Kelly, seconded by Mrs. Chase, approved unanimously.

INTERLOCAL AGREEMENT WITH THE CITY OF SPOKANE, Agenda Item III.A.2.

Motion # 12-03-80: "I recommend approval of the Interlocal Agreement with the City of Spokane and the Eastern Washington University Transportation and Research Service Center in the Department of Urban and Regional Planning be approved. The Transportation Research and Service Center will collect data on a ridership survey for the Spokane Transit System."

Motion by Mr. Kelly, seconded by Mrs. Wilson, approved unanimously.

Addendum to the agenda: Martin Hall Remodel Project. Upon the recommendation of the Budget and Finance Committee, Vice Chairman McPhaden authorized the addition of the Martin Hall Remodel Project to be brought before the Board of Trustees. The Board of Trustees authorized the administration to proceed with the opening of bids on the Martin Hall Remodel Project as soon as they could be obtained from potential contractors. This decision was based on the judgment that to delay awarding of the contract until the January meeting would cost a significant amount in terms of increased cost due to inflationary pressures. Upon receipt of the bids, the administration was authorized to proceed with a special Board meeting to consider the award of the contract.

A. S. CONSTITUTION, Agenda Item III.B.1.

Vice Chairman McPhaden called an administrative procedures act hearing for the purpose of discussing the proposed changes in the A. S. Constitution. The A. S. Constitution is included in the Washington Administrative Code under WAC 172-114.

Motion # 12-04-80: "I move that the proposed revisions to the A. S. Constitution be approved."

Motion by Mrs. Wilson, seconded by Mr. Kelly, approved unanimously. Vice Chairman McPhaden declared that the administrative procedures act hearing was now concluded.

INFORMATION ITEMS, Agenda Item IV.

No action was taken by the Board of Trustees on the information items presented.

EXECUTIVE SESSION

Vice Chairman McPhaden called an executive session at 11:25 a.m. for the purpose of discussing personnel matters. The executive session ended at 12:02 p.m. Vice Chairman McPhaden reconvened the regular Board of Trustees meeting at 12:03 p.m.

PERSONNEL ACTIONS, Agenda Item VI.

"I move that the personnel actions be approved as submitted."

Motion by Mr. Kelly, seconded by Mrs. Wilson, approved unanimously.

ADJOURNMENT

Vice Chairman McPhaden adjourned the meeting at 12:05 p.m.

NEXT MEETING DATE

The next meeting date of the Board of Trustees will be held on Thursday, January 22, 1981, at 10:00 a.m. in the Pence Union Building Council Chambers.

Bruce McPhaden, Vice Chairman
Board of Trustees

Kenneth R. Dolan, Secretary
Board of Trustees

Agenda

Board of Trustees Eastern Washington University

December 18, 1980
10:00 a.m., Pence Union Building, Council Chambers

- I. Presidents' Reports
 - A. Dr. H. George Frederickson, President, EWU
 - B. Mr. C. Lynn Smith, President, Alumni Association
 - C. Dr. Ray Soltero, President, Faculty Organization
 - D. Mr. Terry Ross, President, Associated Students
- II. Consent Items
 - A. Approval of Minutes of the November Board of Trustees Meeting (Attachment II.A.)
- III. Policy Issues
 - A. Business & Financial Items
 - 1. Scuba - Special Course Fee (Attachment III.A.1.)
 - 2. Interlocal Agreement with the City of Spokane (Attachment III.A.2.)
 - B. By-Laws Item
 - 1. A.S. Constitution (Attachment III.B.1.)
- IV. Information Items
 - A. Report on Housing Fire Safety (Attachment IV.A.)
 - B. Contractor's Minority Employment Report (Attachment IV.B.)
 - C. Management Reporting System - Special Annual Reports
 - 1. Equal Opportunity Program (Attachment IV.C.1.)
 - 2. Faculty Tenure Status Report (Attachment IV.C.2.)
 - 3. Faculty Recruitment Report (Attachment IV.C.3.)
 - D. Management Information System Quarterly Reports
 - 1. Enrollments (Attachment IV.D.1.)
 - 2. Academic Program Information (Attachment IV.D.2.)
 - 3. Staffing (Attachment IV.D.3.)
 - 4. Financial (Attachment IV.D.4.)
 - 5. Capital Projects (Attachment IV.D.5.)

Agenda
Board of Trustees, EWU
December 18, 1980
Continued, Page 2

IV. Information Items (Continued)

E. Residence Hall Maintenance Program (Attachment IV.E.)

V. Executive Session

An executive session will be called for the purpose of discussing personnel matters

VI. Personnel Actions (Attachment VI.)

The next regular meeting of the Board of Trustees will be held on Thursday, January 22, at 10:00 a.m. in the PUB Council Chambers.

Memo



To: H. George Frederickson, President

From: Fred Johns

Date: December 9, 1980

Subject: Special Course Fee for Scuba

We are planning to offer a class in scuba beginning winter quarter. However, the University has no equipment and does not at this time plan to purchase equipment for the class. Therefore, it is necessary to rent the required equipment. The proposed special course fee will cover the cost of equipment rental, texts and workbooks and insurance. It meets the C.P.E. guideline for special course fee. Recommend Board approval.

FJ:ns

SCUBA

A. Request.

The University is requesting a fee charge of \$125 per student for scuba.

B. Justification.

The University does not own scuba equipment or materials to conduct a scuba class. Furthermore, the University is not desirous of purchasing this type of equipment at this time but is desirous of offering scuba classes because of the demand and our new facility. Therefore, it is necessary to contract this to a qualified individual who has the equipment.

C. Fee Breakdown.

1. Text and Workbook.

- a. Sport Diver Manual by Jeppensen.
- b. Sport Diver Workbook by Jeppensen.
- c. Set of Record Cards.
- d. Classroom Diving Record Card.
- e. Training Record Card.
- f. Miscellaneous Cards such as Certification and Medical.

2. Equipment.

- a. Diving Tank.
- b. Backpack.
- c. Weight Belt.
- d. Regulator.
- e. Buoyancy Compensator Vest.
- f. Mask.
- g. Fins.
- h. Snorkel.

3. Insurance.

Insurance coverage would also be provided.

D. Special Note: There would be no additional fees to the student.

Memo



To: H. George Frederickson, President

From: Fred S. Johns, Vice President for Business and Finance *FSJ*

Date: December 5, 1980

Subject: Proposed Interlocal Cooperative Agreement With City of Spokane

I recommend that the Board of Trustees approve the attached Interlocal Cooperative Agreement with the City of Spokane. The Agreement provides that the Eastern Washington University Transportation Research and Service Center in the Department of Urban and Regional Planning will collect data on ridership at off-peak hours for the Spokane Transit System. The City will pay the University \$40,400 over the 27 month term of the contract, from a grant that the City has received from Urban and Mass Transit Administration.

The Agreement has been adopted by the Spokane City Council and has been approved as to form by John Lamp.

FSJ:bwv

Attachment

INTERLOCAL COOPERATION AGREEMENT

THIS AGREEMENT Made and entered into this _____ day of _____, 1980, by and between the CITY OF SPOKANE, a municipal corporation of the State of Washington, hereinafter referred to as "THE CITY," and EASTERN WASHINGTON UNIVERSITY, Cheney, Washington, an agency of the State of Washington, hereinafter referred to as "EWU."

WHEREAS, the City has received a grant from the Urban Mass Transportation Administration, United States Department of Transportation, hereinafter referred to as "UMTA," to study an off-peak ridership incentive program for the Spokane Transit System, and

WHEREAS, the grant application specified that the City would collect certain data on the effectiveness of this program, and

WHEREAS, the City does not have all the mechanisms and expertise to do all the data collection by itself and therefore desires to work jointly with EWU on this project, and

WHEREAS, the parties hereto are authorized pursuant to RCW 39.34 to enter into an Interlocal Cooperation Agreement for this purpose; - Now, Therefore,

THE PARTIES HERETO AGREE AS FOLLOWS:

Section 1. DESCRIPTION OF SERVICES.

This off-peak ridership program will be accomplished substantially in accordance with the grant application submitted to UMTA by the City on October 18, 1979. The project description, as set forth on pages 3 through 8 of that application will provide the general basis for data collection. The specific data collection requirements are set forth in Attachment No. 1 hereto, which is incorporated herein. An expansion of these data collection services may be agreed on from time to time by the parties hereto.

Section 2. PROJECT PERSONNEL.

This project shall be administered by the City's off-peak incentive program project manager, hereinafter "Administrator." Said Administrator will conduct this program, promote the off-peak ridership

study, carry out the provisions of the grant application, and promote the program with the Spokane business community.

The data collection for this project will be carried out by EWU's Transportation Research and Service Center, Department of Urban and Regional Planning. This work will be supervised and coordinated by Professors William Kelly and Fred Hurand. EWU shall provide office space and support personnel capable of handling the data collection requirements. EWU also agrees to make use of its computer whenever possible to effectuate a more efficient data collection process. During the data collection process, EWU's staff shall supervise the training and work of graduate and senior undergraduate students who participate in the data collection. The data will be reduced, stored and transmitted to the Administrator in a format arrived at during different stages of the project development.

The Administrator shall have the responsibility of overseeing the entire project including the data collection phase.

Section 3. RIGHTS IN DATA.

Each party hereto is to make available to the other party, without cost, all technical data required for this project which is in each party's respective office. All documents, reports, studies, graphics, and other materials acquired by and prepared by either party for this project shall become the property of the City. EWU shall not release any document, report, study, graphics or other materials or information prepared for this project to any other person without the consent of the Administrator after completion of this agreement.

Section 4. ACCESS TO RECORDS.

EWU shall make available to the City, UMTA, the Comptroller General of the United States, or their duly authorized representative, at any time during their normal operating hours, all records, books or pertinent information which EWU shall have kept in conjunction with this agreement, and which the City may be required by law to include or make part of its auditing procedures, in an audit trail which may be required for the purposes of funding the services contracted for herein.

This agreement does not authorize the holding or disposing of any property, real or personal, by either party except for the documents, reports, studies, graphics and other materials prepared pursuant hereto.

Section 5. MONTHLY REPORTS.

EWU shall submit monthly reports to the Administrator showing the progress made in data collection. The parties shall meet to determine the format for said reports.

Section 6. PRIOR APPROVAL OF SUBCONTRACTORS.

EWU shall not subcontract any of the work required by this agreement without the written consent of the City.

Section 7. PROHIBITED INTERESTS.

No member, officer or employee of either party during his tenure or one year thereafter shall have any interest, direct or indirect, in this agreement or the proceeds thereof.

Section 8. EQUAL OPPORTUNITY.

In connection with the execution of this contract, the City and EWU shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The City and EWU shall take affirmative action to insure that applicants are employed, and that employees are treated during their employment without regard to their race, religion, color, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship.

Section 9. NON-DISCRIMINATION.

During the performance of this Agreement, the parties, for themselves, their assignees and successors in interest, agree as follows:

(a) Compliance with regulations; the parties shall comply with the regulations relative to non-discrimination in federally assisted programs of the Department of Transportation, Title 49, Code of Federal

Regulations, Part 21, and Title VI of the Civil Rights Act of 1964, Section 140, Title 23, USC as they may be amended from time to time (hereinafter referred to as the Regulations), which are hereby incorporated by reference and made a part of this Contract.

(b) Non-discrimination: The parties with regard to the work performed by them pursuant to this Agreement, shall not discriminate on the grounds of race, creed, color, national origin, sex or age. The parties shall not participate either directly or indirectly in any such discrimination.

(c) Solicitations either for subcontracts, including procurements of materials and equipment: In all solicitations either by competitive bidding or negotiation made by the parties for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the parties of its obligation under this Agreement and the regulations relative to non-discrimination on the grounds of race, creed, color, national origin, sex or age.

(d) Information and reports: The parties shall provide all information and reports required by the regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and whatever else as may be pertinent to ascertain compliance with such regulations or directives. Where any information required of the parties is in the exclusive possession of another who fails or refuses to furnish this information the parties shall so certify to UMTA as appropriate and set forth what efforts it has made to obtain the information.

Section 10. RELATIONSHIP OF THE PARTIES; LIABILITY.

The parties intend that the conduct and control of the services rendered pursuant to this Agreement will lie exclusively with the party rendering that part of said service. No agent, employee, servant or otherwise of either party shall be deemed to be an agent, employee, or servant of the other party for any purpose, and employees of one party are not entitled to any of the benefits provided by the other

party. Each party will be solely and entirely responsible for its acts in the performance of this Agreement and for the acts of its member firms, agents, employees, servants, subcontractors, students or otherwise.

Section 11. DURATION.

EWU shall begin data collection immediately upon the execution of this Agreement and shall complete said data collection, including the final presentation of data, before April 1, 1983, at which time this Agreement shall terminate.

Section 12. LIMITATIONS OF COSTS.

The City has received funds from UMTA for this entire project and agrees to pay EWU a maximum fee not to exceed Forty Thousand Four Hundred Dollars (\$40,400.00) for the data collection services agreed to in this contract. EWU specifically agrees to perform all obligations under this Agreement within such agreed costs. The Administrator, with approval of the Spokane Transit Commission, has authority to authorize, in writing, additional work which would increase the amount paid to EWU as long as there are sufficient funds in the grant moneys approved by UMTA to cover said increased costs.

Section 13. BUDGET AND PAYMENT. The Administrator shall have the responsibility of seeing that the budget as set forth in the grant application to UMTA is adhered to. The portion of that budget to be followed in performing the data collection services by EWU is set forth in Attachment No. 2 to this Agreement, said attachment being incorporated herein by this reference. Payments to EWU under the \$40,400.00 contract amount will be based upon monthly reporting and actual work accomplished. EWU shall submit, along with the monthly progress reports described herein, billings detailing amounts expended for labor, travel and other costs. EWU shall maintain financial records which document actual costs incurred. The City may, at its option, retain up to Four Thousand Forty Dollars (\$4,040.00) of the amount of the final statement until the final study products as required by this Agreement are delivered by EWU to and accepted by the City.

Section 14. INTEREST OF MEMBERS OF OR DELEGATES TO CONGRESS.

No member of or delegate to the Congress of the United States shall be admitted to any share or part of this contract or to any benefit arising therefrom.

Section 15. COST OF LIVING.

Submission of a bid or offer or the submittal of an invoice or voucher for property, goods or services furnished under this contract or agreement shall constitute a certification by EWU that amounts to be paid do not exceed maximum allowable levels authorized by the Cost of Living Council regulations or standards. Violations will be reported to UMTA and the local Internal Revenue Service field office.

Section 16. MINORITY BUSINESS ENTERPRISE.

In connection with the performance of this contract, EWU will cooperate with the City in meeting commitments and goals with regard to the maximum utilization of minority business enterprises and will use its best efforts to insure that minority business enterprises shall have the maximum practicable opportunity to compete for any subcontract work under this Agreement.

Section 17. TERMINATION.

Either party hereto reserves the right to terminate this Agreement for any reason whatsoever upon Thirty (30) days written notice. Provided, however, that in the event of termination for any reason whatsoever, the City agrees to pay EWU for all services performed to the date of termination based upon the total compensation earned by EWU under the terms of this Agreement. Documentation by EWU that the services have been rendered or performed to the date of termination must be presented to and accepted by the City.

In the event of termination under the terms of this provision, or termination under any other circumstances, EWU agrees to turn over to the City all documents, records, work products, and other materials which EWU has prepared or acquired for the City under the terms of this Agreement, whether in a finished or unfinished stage. The transfer of such documentations, records, work products or materials shall be

a condition precedent to the City paying EWU for the remainder of the compensation due to the date of termination.

MADE AND ENTERED into on the date first above written.

CITY OF SPOKANE

By: _____


City Manager

Attest: _____


City Clerk

Approved as to Form: _____


Assistant Corporation Counsel

EASTERN WASHINGTON UNIVERSITY

By _____

By _____

Approved as to form: _____

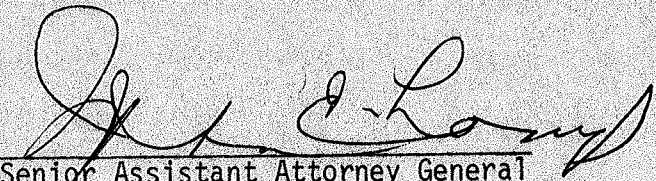

Senior Assistant Attorney General

EXHIBIT "1"

TABLE 1. The data collection requirements for the demonstration. If the cell of the table has an "x" in it, no data collection is necessary.

	Data Required	Demonstration	Controls
Baseline	1. Ridership	Weekly	Weekly
	2. Ridership (peak/off-peak)	Weekly	Weekly
	3. Rider Survey	Once N=5000*	Once N=1000
	4. Non-Rider Survey	Once N=500	Once N=200
	5. Transit Employee Survey	Once N=100	x
	6. Merchant Survey	Once N=20	x
	7. CBD Sales	Quarterly	Quarterly
	8. SMSA Sales	Quarterly	Quarterly
	9. Farebox Revenue	Weekly	Weekly
	10. Revenue (peak/off-peak)	Weekly	Weekly
Treatment	1. Ridership	Weekly	Weekly
	2. Ridership (peak/off-peak)	Weekly	Weekly
	3. Rider Survey	Twice N=5000/time*	N=1000
	4. Non-Rider Survey	Twice N=500/time	N=200
	5. Transit Employee Survey	Once N=100	x
	6. Merchant Survey	Twice N=20	x
	7. CBD Sales	Quarterly	Weekly
	8. SMSA Sales	Quarterly	Weekly
	9. Farebox Revenue	Weekly	Weekly
	10. Revenue (peak/off-peak)	Weekly	Weekly
	11. Merchant Involvement	Monthly	x
	12. Tokens Dispensed	Daily	x
	13. Tokens Traded	Monthly	x
	14. Where Tokens Traded	Monthly	x
	15. Token Counterfeiting	Bi-Monthly	x
	16. Token distribution and exchange problems	Weekly	x

*Sample includes riders on 25% of daily buses

Exhibit "2"

Budget for the period October 1, 1980, to September 30, 1983.

1. Direct Costs

A. Salaries and Wages (includes benefits)

- | | | |
|--|-------------|--------|
| 1. Professional Services (staff supervision of data collection process and coordination with transit system and analysis contractor) | 600 hours | 14,500 |
| 2. Subprofessional Services (student data collection and reduction activities) | 2,000 hours | 11,100 |
| 3. Clerical Service (Typing and office assistance for data collection) | 300 hours | 1,800 |

TOTAL SALARIES AND WAGES	<u>\$27,400</u>
--------------------------	-----------------

B. Expendable Supplies - misc. items

- | | |
|--|-------|
| 1. Key punch, computer time, IBM cards | 6,200 |
| Office supplies, reproduction, postage | 600 |

TOTAL EXPENDABLES	<u>\$ 6,800</u>
-------------------	-----------------

C. Operating Expenses

- | | |
|--|-------|
| 1. Travel (staff travel to coordinate with analysis contractor, local trips for staff and students during data collection process) | 2,800 |
| 2. Telephone (phone service for local and long distance calls to coordinate data collection activities) | 400 |

TOTAL OPERATING	<u>\$ 3,200</u>
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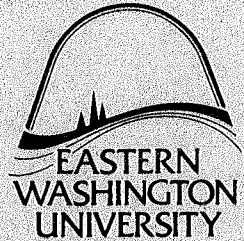
TOTAL DIRECT COSTS	<u>\$37,400</u>
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2. Indirect costs

University formula for indirect costs of processing contract (8%)	<u>\$ 3,000</u>
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TOTAL COST	<u><u>\$40,400</u></u>
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Memo



To: H. George Frederickson, President
From: *Dick Flamer* Dick Flamer, Acting Provost for Student Services
Date: December 3, 1980
Subject: Adoption of the A. S. Constitution

In May of last year the students voted to approve the proposed changes in the A. S. Constitution. On September 18, 1980, the Board of Trustees voted to adopt the Constitution on an emergency basis because, at that time, the Constitution had not completed the administrative procedures for inclusion in the Washington Administrative Code. The procedures have been complied with and the A. S. Constitution is now officially part of the code.

The changes would combine the legislative and executive branches of the student government into one ASEWU Council. The council would be made up of the president, executive vice president, vice president for finance, and nine council members elected at large. It is felt that this arrangement would provide for a one-voice student government and eliminate some of the confusion that has been present with the existing structure. You will recall that the existing structure provided for a legislature separate from the executive branch of government.

Terryl Ross and Greg Fazzari will be available to discuss the Constitution at the December, 1980 Board of Trustees meeting. The administration's position is that the proposed changes would not change the basic relationship between the University administration and the students. Therefore, I recommend adoption of the A. S. Constitution as stated and as approved by the Board in September, 1980.

dh

Constitution

Associated Student Government

Eastern Washington University

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PREAMBLE

We, the Associated Students of Eastern Washington University, in order to assume the responsibility and privileges of self-government; maintain an appreciation and understanding of democratic values and processes; strengthen the realization of student rights, responsibilities, and common interest with the community as a citizen; represent student interest, needs, and welfare; provide for the development to student fellowship and understanding; do ordain and establish this Constitution, whose purpose it shall be to promote student affairs in cooperation with the Board of Trustees, administration, and faculty.

ARTICLE I: NAME, DEFINITIONS, AND MEMBERSHIP

- (1) The name of this organization shall be the "Associated Students of Eastern Washington University," referred to herein as "ASEWU."
- (2) When used in this Constitution, the following terms shall mean:
 - (a) "University" means Eastern Washington University and, collectively, those responsible for its control and operation.
 - (b) "Student" includes all persons enrolled in any course at the University.
 - (c) "Instructor" means all persons hired by the University to conduct classroom activities. In certain situations a person may be both "student" and "instructor." Determination of status in a particular situation shall be determined by the pertinent facts.
 - (d) "Legal compulsion" means a state or federal judicial or legislative order which requires some action by the person to whom it is directed.
 - (e) "Organization" means a number of persons who have complied with the formal requirements of University recognition as in WAC 172-114-030(5).
 - (f) "Group" means members of the University community who have not yet complied with the formal requirements for becoming an organization.
 - (g) "Student press" means either an organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of a campus organization.
 - (h) "Resident" is used to mean enrolled at the University.
 - (i) "Full time" is used to mean six (6) credit hours or more.
 - (j) "Shall" is used in the imperative sense.
 - (k) "May" is used in the permissive sense.
 - (l) All other terms have their natural meaning unless the context dictates otherwise.
- (3) All students who are registered for one (1) credit hour or more at Eastern Washington University shall be members of this organization for the period of time covered by the fee.

ARTICLE II: STUDENTS RIGHTS AND RESPONSIBILITIES

(1) The following enumeration of rights shall not be construed to deny or disparage others retained by students in the capacity as members of the student body or as citizens.

(2) Access to higher education. Within the limits of its facilities and budget, the University shall be open to all applicants who are qualified according to its admission requirements. No person, once enrolled, may be denied attendance or academic advancement except for disqualification on academic grounds or conviction of violating University rules.

(3) Education.

(a) Students are free to pursue their educational goals within existing University programs; appropriate opportunities for learning shall be provided by the state within its financial resources and the student's ability. This shall include the knowledge, imagination, and dedication of faculty and administrators through excellent teaching and readily available and adequate advice and counsel.

(b) Discussion and expression of all views relevant to the subject matter is permitted in the classroom subject only to the responsibility of the instructor to maintain order and to present course content. Students are responsible for learning the content of any course for which they are enrolled. Requirements for participation in classroom discussion and submission of written exercises are not inconsistent with this section.

(c) Academic evaluation of student performance shall be neither prejudicial nor capricious. Information about student views, beliefs, and political associations acquired by professors in the course of their work as instructors, advisers, and counselors is confidential and is not to be disclosed to others unless under legal compulsion. Questions relating to intellectual or skills capacity are not subject to this section.

(4) Campus Expression.

(a) Free inquiry, expression, petition, and assembly are guaranteed to all students. Support of any cause by lawful means which do not disrupt the operation of the University is permitted. Students, groups, and campus organizations may invite and hear any persons of their own choosing subject only to the requirements for use of University facilities.

(b) The right of peaceful protest is granted within the University community. The University retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process.

(c) Orderly picketing and other forms of peaceful protest are permitted on University premises. Inference with ingress to and egress from University facilities, interruption of classes, or damage to property exceeds permissible limits.

(d) Every student has the right to be interviewed on campus by any legal organization desiring to recruit at the University. Any student, group, or organization may protest against any such organization provided that protest does not interfere with any other student's rights to have such an interview.

(5) Campus Organizations.

(a) Organizations and groups may be established within the University for any legal purpose. Affiliation with an extramural organization shall not, in itself, disqualify the University branch or chapter from University privileges. Any organization which engages in illegal activities may have sanctions imposed against it including withdrawal of University recognition for a period not exceeding one (1) year.

(b) A group shall become an organization when formally recognized by the University. All groups that meet the following requirements shall be recognized:

(i) Submission of a list of officers and copies of the constitution and by-laws to the appropriate University official or body. All changes and amendments shall be submitted within one (1) week after they become effective.

(ii) Where there is affiliation with an extramural organization, that organization's constitution and by-laws shall be filed with the appropriate University official or body. All amendments shall be submitted within a reasonable time after they become effective.

(iii) All sources of outside funds shall be disclosed.

(c) Membership in all University-related organizations, within the limits of their facilities, shall be open to any member of the University community who is willing to subscribe to the stated aims and meet the stated obligations of the organization.

(d) University facilities shall be assigned to organizations, groups, and individuals within the University community for regular business meetings, for social programs, and for programs open to the public; provided:

(i) Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.

(ii) Preference may be given to programs designed for audiences consisting primarily of members of the University community.

(iii) Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization, group, or individual.

(iv) The University may delegate the assignment function to an administrative official or a student committee or organization.

(v) Charges may be imposed for any unusual costs for use of facilities.

(vi) Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages.

(vii) The individual, group, or organization requesting space must inform the University of the names of outside speakers and indicated subject.

(e) No individual, group, or organization may use the University name without the express authorization of the University, except to identify the University affiliation. University approval or disapproval of any policy may not be stated or implied by any individual, group, or organization.

(6) Publications.

(a) A student, group, or organization may distribute written material on campus without prior approval provided such distribution does not disrupt the operations of the University and the material clearly states the publisher.

(b) The student press is to be free of censorship. The editors and manager shall not be arbitrarily suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. Similar freedom is assured oral statements of views on a University-controlled and student-operated radio or television station. This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.

(c) All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the University or its student body.

(7) University Government.

(a) All constituents of the University community are free, individually and collectively, to express their views on issues of University policy and on matters of interest to the student body. Clearly defined means shall be provided for student expression on all University policies* affecting academic and student affairs.

(b) The role of student government and its responsibilities shall be made explicit. Student government actions reviewed by the University shall only be reviewed through procedures agreed upon in advance.

(c) On questions of education policy, students are entitled to a participatory function. Faculty-student committees shall be created to consider questions of policy affecting student life. Students shall be designated as members of standing and special committees concerned with University policy affecting academic and student affairs, including those concerned with curriculum, discipline, admissions, and allocation of student fees.

(8) Privacy.

(a) The right of students to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures is guaranteed. These rights of privacy extend to University-owned housing. Nothing in the University relationship or housing contract may expressly or by implication give the University or housing officials authority to consent to a search of a student's room by police or other government officials, or anyone else.

(b) When the University seeks access to a University-owned student room to determine compliance with provisions of applicable multiple dwelling unit laws or for improvement or repairs, the occupant shall be notified of such action not less than twenty-four (24) hours in advance. There may be entry without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared.

(9) Student Records.

(a) The privacy and confidentiality of all student records shall be preserved. Official student academic records, supporting documents, and other student files shall be maintained only by full time members of the University staff employed for that purpose. Separate files shall be maintained of the following: academic records, supporting documents, and general educational records; records of discipline proceedings; medical and psychiatric records; and financial aid records.

(b) No entry may be made on a student's academic record and no document may be placed in his file without actual or constructive notice to the student. All matters placed in a student's file in accordance with published customary and ordinary policies, procedures, and regulations shall constitute constructive notice.

(c) Access to his official, institutional records and files is guaranteed every student subject only to reasonable regulations as to time, place, and supervision. A student may challenge the accuracy of any entry or the presence of any item by bringing the equivalent of an equitable action against the appropriate person.

(d) No information in any student file may be released to anyone except with the prior written consent of the student concerned or as stated below.

(i) Members of the faculty with administrative assignments may have access for internal educational purposes as well as routinely necessary administrative and statistical purposes.

(ii) The following data may be given an inquirer: school or division of the enrollment, periods of enrollment, degrees awarded, honors, and major field.

(iii) If any inquiry is made in person or by mail, the following information may be given in addition to that in subsection (ii) immediately above: address and telephone number, date of birth, and unless the student has instructed the Registrar's Office not to release copies of his transcript without his written authorization, academic information from the transcript will be released when it is clear the institution is being cited as an educational reference.

(iv) Properly identified officials from federal, state, and local government agencies may be given the information required under legal compulsion.

(v) Unless under legal compulsion, personal access to a student's file shall be denied to any person making an inquiry.

(e) Upon graduation or withdrawal from the University, the records and files of former students shall continue to be subject to the provisions of this section.

(10) Procedural Standards in Disciplinary Proceedings. Disciplinary proceedings must guarantee fundamental concepts of due process. The procedural requirements of due process may vary with the seriousness of the charge. In every proceeding in which a major disciplinary action is contemplated, the student shall have the rights of due process, including at least:

(a) The student shall be informed, in writing, of the reasons for the proposed disciplinary action, including charges, with sufficient time to insure opportunity to prepare for the hearing.

(b) The burden of proof shall rest upon the official bringing the charge.

(c) Upon request, the right to: closed proceedings, confrontation and cross-examination of witnesses, be present, challenge any member hearing the case and witnesses, a record of the appeal at least one (1) step beyond the initial determination.

(d) All matters upon which the decision may be based must be introduced into evidence at the proceeding. The decision shall be based solely upon such matter. Illegally acquired evidence may not be admitted.

(d) No information in any student file may be released to anyone except with the prior written consent of the student concerned or as stated below.

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(c) Upon request, the right to: closed proceedings, confrontation and cross-examination of witnesses, be present, challenge any member hearing the case and witnesses, a record of the appeal at least one (1) step beyond the initial determination.

(d) All matters upon which the decision may be based must be introduced into evidence at the proceeding. The decision shall be based solely upon such matter. Illegally acquired evidence may not be admitted.

(e) No person who is otherwise interested in the particular case may sit in judgment during the proceeding.

(f) The decision shall be final subject only to the student's right to appeal.

(11) Procedural Standards in Student Complaint Proceedings. If students have complaints of infringement of their rights, they shall, on request, have a hearing. Minimum requirements of procedural due process for all persons shall include those in WAC 172-114-030(10) and:

(a) The University Disciplinary Committee shall include both faculty and student members.

(b) The decision of the University Disciplinary Committee shall be final, subject only to the right of appeal by parties concerned.

(12) Dual Membership. Activities of students may upon occasion result in violation of law. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority shall never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinctly and clearly involved shall the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his off-campus activity, such as those relating to class attendance, shall be subject to no greater penalty than would normally be imposed. Institutional action shall be independent of community pressure.

ARTICLE III: COUNCIL

(1) The legislative powers of the ASEWU shall be vested in the ASEWU Council and may not be transferred.

(2) Membership. The members of the ASEWU Council shall consist of nine (9) at-large Council Members, the ASEWU President, the ASEWU Executive Vice President, and the ASEWU Finance Vice President. The voting membership of the ASEWU Council shall consist of the Executive Vice President and nine (9) Council Members, elected by numbered, at-large positions for one (1) year. The Council Members shall take office on the last day of the quarter in which they are elected, as follows: Positions 1 through 3 elected fall quarter, Positions 4 through 6 elected winter quarter, Positions 7 through 9 elected spring quarter. No person shall hold more than one (1) elected position on the Council. The ASEWU President and ASEWU Finance Vice President shall have all Council membership rights excluding voting.

(3) Meetings. The ASEWU Council shall meet not less than four (4) times during each quarter (excluding summer quarter), and special meetings may be called by the ASEWU Executive Vice President, by one-third (1/3) of the Council Members, or by a presentation of a petition to the ASEWU Council signed by five percent (5%) of the ASEWU. All meetings shall be open to the public. A record shall be kept of the votes taken therein, and copies of the minutes shall be available to any member of the University community upon request.

(a) Quorum. The ASEWU Council meetings shall have quorum being a majority of the ASEWU Council Members.

(b) Proxy Voting. There shall be no proxy voting.

(4) Legislation. All legislation shall include: the names of the sponsor(s); date of introduction; committee referred to, if any; disposition and date of disposition; signature of the ASEWU Executive Vice President and the ASEWU President, or override of his/her veto by the ASEWU Council; and shall continue in effect until five (5) years from the last date of signature, an override, or until rescinded.

(5) Council powers and duties. The ASEWU Council shall have the following policies and duties:

(a) The ASEWU Council shall enforce this Constitution.

(b) The ASEWU Council shall serve as the official representative of ASEWU.

(c) The ASEWU Council shall enact all legislation necessary to insure that its policies are enforced.

(d) The budgeting authority of the ASEWU shall be vested in the ASEWU Council and may not be transferred.

- (i) The budget shall include all funds, revenues, and reserves; shall be divided into programs, sub-programs, and objects of expense and shall include supporting data; shall indicate as to each program, sub-program, or object of expense the actual expenditures of the preceding year; and shall include any proposed capital improvement program for the next six (6) fiscal years.
- (ii) Regular budgets shall be those budgets adopted during spring quarter for the following fiscal year. Supplemental budgets shall be all other budget requests made throughout the year. Copies of the budgets shall be delivered to each member of the ASEWU Council and be available to any member of the University community upon request.
- (iii) Unless otherwise provided by the appropriation legislation, all unexpended and unencumbered appropriations in the current expense appropriation legislation shall lapse at the end of the fiscal year. An appropriation in the capital budget appropriation legislation shall lapse when the project has been completed or abandoned or when no expenditure or encumbrance has been made for three (3) years.
- (iv) Any expenditure in excess of an appropriation shall be null and void; and any official, agent, or employee knowingly responsible shall be personally liable to anyone damaged by this action; providing the ASEWU Council may permit the ASEWU to enter into contracts requiring the payment of funds from appropriation of subsequent fiscal years.
- (v) The ASEWU Council shall publish an annual Financial Statement summarizing the regular ASEWU budget.
- (vi) The ASEWU Council may request an annual audit, provided it budgets for the same.
- (e) By a two-thirds (2/3) vote of the ASEWU Council, the ASEWU Council may override a veto by the ASEWU President.
- (f) The ASEWU Council shall be responsible for its own organization in the establishment and election of sub-committees and their membership. No ASEWU Council sub-committee, having legislation referred to it, shall have the authority to delay presentation to the full Council for more than two (2) meetings without the permission of the sponsor.
- (g) The ASEWU Council shall be responsible for the employment of those employees it deems necessary to assist the Council in the exercise of their Council duties and powers, provided it budgets for the same. The appointment for such employment, presented by the ASEWU Executive Vice President, shall receive the advice and consent of the ASEWU Council.

(h) Committees. The ASEWU Council shall be responsible for student representation on all University Committees, Councils of the Academic Senate and their sub-committees, and ASEWU Committees.

- (i) Appointment to such committees, presented by the ASEWU President, shall receive the advice and consent of the ASEWU Council.

- (ii) Students appointed to these committees shall serve at the discretion of the ASEWU Council.

- (iii) All student appointments to these committees shall serve one (1) year terms, beginning on the date of confirmation of the appointment and shall terminate one year after that appointment, unless otherwise specified in the committee structure.

- (iv) Committees or committee chairpersons shall submit to the ASEWU a copy of all agendas and minutes.

- (v) The ASEWU Council shall publish the ASEWU Committee Manual stating the membership, eligibility, purpose, and duties of all committees with student representation.

(i) Election returns. The ASEWU Council shall be the judge of all the ASEWU election returns and of the qualifications of its membership as prescribed in Article IV of this Constitution.

(j) ASEWU Council positions shall be declared vacant:

- (i) When ASEWU Council Members miss three (3) full, regularly scheduled, consecutive meetings, or four (4) regularly scheduled meetings during a quarter.

- (ii) When ASEWU Council Members violate academic qualifications as described in Article IV of this Constitution.

- (iii) Upon the incumbent's death, resignation, recall, or withdrawal from membership in ASEWU (excluding summer quarter).

- (iv) By declaration of nonperformance of duties stated in this Constitution by the ASEWU Superior Court.

(k) Chairperson Pro Tem. The ASEWU Council shall elect an ASEWU at-large Council Member to the position of Chairperson Pro Tem the second (2nd) meeting of fall, winter, and spring quarters, who shall serve one (1) quarter (excluding summer quarter). Vacancies occurring in the Chairperson Pro Tem's office shall be filled in the same manner for the balance of the unexpired term.

(6) ASEWU President. The ASEWU President, serving as an ASEWU Council Member, shall act as the chief officer and representative spokesperson on behalf of the ASEWU Council.

(a) The ASEWU President shall be responsible for executing Council and Judicial decisions.

(b) The ASEWU President may veto any legislative bill or supplemental budget passed by the ASEWU Council within three (3) working days of passage, shall sign all legislation within three (3) working days of passage, or override of veto by the ASEWU Council.

(c) The ASEWU President may create cabinet positions and appoint cabinet officers with the advice and consent of the ASEWU Council, who shall serve at his/her discretion, provided it budgets for the same.

(d) The ASEWU President shall make appointments in an expeditious manner, with the advice and consent of the ASEWU Council.

(e) The ASEWU President shall hold twice-a-month staff meetings with the ASEWU Executive Vice President, ASEWU Finance Vice President, Provost for Student Services, ASEWU Business Manager, and Coordinator of Student Activities.

(f) The ASEWU President or his/her designee shall supervise all ASEWU elections and shall be responsible for validating all positions.

(7) ASEWU Executive Vice President. The ASEWU Executive Vice President shall chair the ASEWU Council, as a voting member.

(a) The ASEWU Executive Vice President shall assume other duties delegated by the ASEWU President.

(b) The ASEWU Executive Vice President shall prepare the agenda for and chair all meetings of the ASEWU Council; shall call meetings of the ASEWU Council; shall prepare a schedule of all regular meetings for fall, winter, and spring quarters with the advice and consent of the ASEWU Council.

(c) The ASEWU Executive Vice President shall appoint a clerk, with the advice and consent of the ASEWU Council.

(d) The ASEWU Executive Vice President shall be responsible for all administrative matters of the ASEWU Council.

(e) The ASEWU Executive Vice President shall assume the duties of the ASEWU President during the President's absence or disability.

(8) ASEWU Finance Vice President. The ASEWU Finance Vice President shall be a member of the ASEWU Council.

(a) ASEWU Finance Vice President shall be responsible for the management of all ASEWU monies and properties.

(b) ASEWU Finance Vice President shall supervise all expenditures of ASEWU funds.

(c) ASEWU Finance Vice President shall be a voting member and chair the Finance Sub-Committee of the ASEWU Council.

(d) ASEWU Finance Vice President shall present to the Council a published Financial Statement each month summarizing ASEWU funds for that month.

(e) ASEWU Finance Vice President shall publish an annual budget book summarizing the upcoming year's budget requests and recommendations as well as budget requests and the budgeted amounts for the past five (5) years.

(f) ASEWU Finance Vice President shall assume other duties delegated by the ASEWU President.

(9) Salaries. Elected and appointed members of the ASEWU shall be paid on the following basis.

(a) The ASEWU President shall receive a quarterly (12 month) salary based upon the quarterly cost of in-state tuition, double occupancy room and board, and four hundred dollars (\$400.00).

(b) The ASEWU Executive Vice President and the ASEWU Finance Vice President shall receive a quarterly (9 month) salary based upon the quarterly cost of in-state tuition, double occupancy room and board, and two hundred and fifty dollars (\$250.00).

(c) ASEWU Cabinet Members shall receive a quarterly (9 month) salary not to exceed two-thirds ($2/3$) of that of the ASEWU Executive Vice President or the ASEWU Finance Vice President.

(d) The ASEWU Council Clerk and other ASEWU Council employees shall receive a quarterly (9 month) salary not to exceed two-thirds ($2/3$) of that of the ASEWU Executive Vice President or the ASEWU Finance Vice President.

(e) The ASEWU at-large Council Members may receive a quarterly salary not to exceed the in-state tuition rate, provided it budgets for the same.

(10) Vacancies.

(a) The positions of ASEWU Council Members, ASEWU President, ASEWU Executive Vice President, ASEWU Finance Vice President shall become vacant upon the incumbent's death, resignation, recall, withdrawal from membership in ASEWU (excluding summer quarter for the ASEWU Executive Vice President, ASEWU Finance Vice President, and ASEWU Council Members), or declaration of nonperformance of duties stated in this Constitution by the ASEWU Superior Court.

(b) In the case of a vacancy in the office of the ASEWU President, the ASEWU Executive Vice President shall assume the office of the ASEWU President to serve with full authority and power for the remainder of the unexpired term.

(c) In the case of a vacancy in the office of the ASEWU Executive Vice President, the Council Pro Tem shall assume the office of the ASEWU Executive Vice President to serve with full authority and power for the remainder of the unexpired term.

(d) In the case of a vacancy in the office of the ASEWU Finance Vice President, the ASEWU President shall appoint, with the advice and consent of the ASEWU Council, an ASEWU member to assume the office of ASEWU Finance Vice President to serve with full authority and power until the next regularly scheduled election, at which time a member of ASEWU shall be elected to serve the balance of the term.

(e) In the case of a vacancy of a Council position, a member of the ASEWU shall be elected at the next regularly scheduled election to serve for the balance of that term.

(11) Terms.

(a) The terms of the ASEWU President and the ASEWU Executive Vice President shall be for one (1) year and shall be elected winter quarter and take office the last day of winter quarter.

(b) The term of the ASEWU Finance Vice President shall be for one (1) academic year and one (1) quarter (excluding summer quarter), taking office the last day of winter quarter to the last day of spring quarter. During the overlapping terms of the outgoing and incoming of the ASEWU Finance Vice President, it shall be the duty of the incumbent ASEWU Finance Vice President to prepare and present a proposed budget for ASEWU to the ASEWU Council. The incoming ASEWU Finance Vice President shall have no authority or power to execute transactions during this overlapping period. It shall be the duty of the incumbent ASEWU Financial Vice President to serve as chair of the Finance Sub-Committee of the ASEWU Council. The incoming ASEWU Finance Vice President shall serve as a member of the ASEWU Council and the Finance Sub-Committee of the ASEWU Council.

ARTICLE IV: ELECTIONS

(1) Election Schedule.

(a) Filing shall open on the fifth (5th) Thursday of fall, winter, and spring quarters. Filing shall close on the sixth (6th) Thursday, the ASEWU primary election shall be on the seventh (7th) Thursday, and the ASEWU general election on the eighth (8th) Thursday.

(2) Qualifications for Office.

(a) All candidates for and members of the ASEWU Council shall have/maintain a two point (2.00) cumulative grade point average at the University and be enrolled for, and complete, six (6) credit hours the previous quarter (excluding summer quarter).

(b) Candidates for ASEWU Council at-large positions shall have at least one (1) quarter in residence at the University immediately prior to election of office.

(c) Candidates for ASEWU President, Executive Vice President, and Finance Vice President shall have a minimum of three (3) quarters as a full time student at a higher education institution, at least one (1) of which shall be in residence at the University immediately prior to election of office.

(3) Filing.

(a) Those candidates filing for office, and are qualified at such time, shall have their names entered on the primary election ballot.

(b) A random selection drawing will determine the order of candidate placement on the ballot.

(4) Polling Places.

(a) The polls shall be located at:

(i) Pence Union Building.

(ii) Tawanka Commons.

(iii) And as otherwise provided by the ASEWU Council.

(b) The polls shall be open from 7:30 A.M. until 7:00 P.M., and members of ASEWU shall be allowed to vote upon presentation of suitable identification.

(c) Two (2) election clerks shall be assigned to each polling place, and they shall be solely responsible for supervising the ballots, ballot boxes, and voting at the polling places. They may not be, or related to, a candidate. They shall be employed through the office of the ASEWU President.

(d) Any member of ASEWU may present an "Application of Absent Voter" form to the office of the ASEWU President.

(5) Votes Cast.

(a) All votes shall be cast by secret ballot.

(b) All ballots shall be kept under lock and key for six (6) months after the election.

(c) All members of ASEWU shall be allowed to vote once in an election.

(6) Interpretation of Results.

(a) A candidate is elected to office when receiving a plurality of votes cast, that being at least forty percent (40%).

(b) The two (2) candidates receiving the highest number of votes for each office in the primary, who are qualified, shall have their names entered on the final election ballot; provided, however, that in case of a tie for the second highest number of votes for that office, who are qualified, shall have their names entered on the final election ballot.

(i) Write-in candidates shall have the option of removing their names from the ballot.

(c) Should no candidate receive a plurality of at least forty percent (40%) in the final election, a run-off election shall be held one (1) week after the final election between the two (2) persons receiving the highest number of votes in the final election, who are qualified, and only ballots for those two (2) persons shall be counted; provided, however, that in case of a tie for the second highest number of votes in the final election, the run-off election shall be between those candidates receiving the highest number of votes for the office, and only ballots for those candidates shall be counted.

(d) Should no candidate receive a plurality of at least forty percent (40%) in a run-off election, the ASEWU Council shall select the winner from between those entered on the run-off election ballot, by a two-thirds (2/3) majority of the Council Members at its next meeting.

ARTICLE V: JUDICIAL

(1) The judicial authority of the ASEWU shall be vested in an ASEWU Superior Court and such lesser courts as the ASEWU Council may establish.

(2) Requirements. The judges, both of the ASEWU Superior and lesser courts, shall be members of the ASEWU, have/maintain a two point (2.00) cumulative grade point average, and be enrolled for and complete six (6) credit hours in the previous quarter (excluding summer quarter).

(3) Term of Office. Members of the ASEWU Superior and lesser courts shall serve until they resign, cease to be a member of ASEWU (excluding summer quarter), or shall be impeached and convicted for cause brought by a petition signed by at least three-fourths (3/4) of the ASEWU Council Members and tried by the University Disciplinary Committee.

(4) Powers. The ASEWU Superior Court shall serve as a court of equity, the highest appellate court in the student judicial system, and shall have full powers of Judicial Review.

(5) Meeting Quorum. No court may render an opinion, hear evidence, nor pass judgment in the absence of a quorum, which shall be a majority of the court.

(6) Membership. The ASEWU Superior Court shall consist of seven (7) justices who shall select from its members one (1) who shall serve as ASEWU Chief Justice, the others serving as Associate Justices.

(7) Chief Justice. It shall be the duty of the ASEWU Chief Justice to preside as chairman and chief officer at all meetings of the ASEWU Superior Court. The ASEWU Chief Justice may appoint a court clerk and other assistants who may be beneficial to the functioning of the ASEWU Superior Court, with the advice and consent of the ASEWU Council, and to request salaries for the same.

(8) Appointment. The members of the ASEWU Superior Court shall be appointed by the ASEWU President with the advice and consent of the ASEWU Council. Vacancies shall be filled in the same manner.

(9) Judicial Procedure. The procedure of the judicial shall follow those principles of United States Law insofar as deemed practical and advisable by the bodies, and all proceedings of the judicial shall be recorded. All decisions shall be accompanied by a written opinion expressing the majority opinion and may be accompanied by dissenting or concurring written opinions. A copy of all ASEWU Superior Court case records and court decisions and opinions shall be maintained in the University Library.

(10) The ASEWU Superior Court and lesser courts shall hear all cases and render opinions in as expeditious a manner as possible.

ARTICLE VI: RESCIND, RECALL, INITIATIVE, REFERENDUM,
AND INSPECTION OF RECORDS

(1) Upon receiving a petition signed by at least ten percent (10%) of the members of ASEWU, any act of any official, committee, or organization existing under the ASEWU may be rescinded or amended as described in section five (5).

(2) Upon receiving a petition signed by at least ten percent (10%) of the members of ASEWU, any elected official of the ASEWU may be recalled as described in section five (5).

(3) Upon receiving a petition signed by at least ten percent (10%) of the members of ASEWU, the ASEWU Council shall provide for an initiative as described in section five (5) and six (6).

(4) The ASEWU Council shall provide for a referendum vote whenever a majority of the legislators approve the presentation of such as described in section five (5) and six (6).

(5) Such rescind, recall, initiative, or referendum shall be submitted to the members of the ASEWU at the next regular election or at a special election called earlier by the ASEWU Council for that purpose; provided, however, that if the proposed initiative is enacted by the ASEWU Council prior to the election, it shall not be placed on the ballot nor voted upon. The rescind, recall, initiative, or referendum measure shall be adopted if a majority of those voting on the measure vote in favor of it; whereupon the measure shall become effective immediately.

(6) Any initiative or referendum shall be binding upon the ASEWU, its officials, committees, and organizations until five (5) years from the last date of passage or until rescinded. Such legislation may only be rescinded by a subsequent initiative or referendum election.

(6) All official documents shall be open for public inspection.

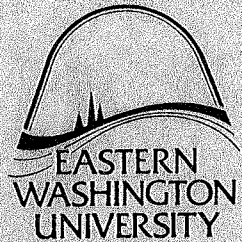
ARTICLE VII: PARLIAMENTARY AUTHORITY

For procedures not covered by the ASEWU Constitution, By-Laws, and special rules, the latest edition of Robert's Rules of Order, Newly Revised, shall govern.

ARTICLE VIII: AMENDMENTS

- (1) This Constitution may be amended by a two-thirds (2/3) vote of those voting on the proposed modification at any regular election, provided that ten percent (10%) of the members of ASEWU vote in that election. If adopted, it shall become effective upon approval, as prescribed under Administrative Procedures Act hearing rules, by the Board of Trustees.
- (2) Proposed constitutional amendments shall be presented to the members of the ASEWU for approval upon the request of at least two-thirds (2/3) of the voting members of the ASEWU Council or upon petition of at least ten percent (10%) of the ASEWU.
- (3) The By-Laws may be amended by a two-thirds (2/3) vote of the voting members of the ASEWU Council provided that written notice of such amendment has been given at the previous meeting, or by a majority of ASEWU voting on the proposed modification at any regular election and if so adopted shall become effective immediately.
- (4) Proposed by-law amendments shall be presented to the members of the ASEWU for approval upon the request of at least one-half (1/2) of the voting members of the ASEWU Council or at least ten percent (10%) of the members of the ASEWU.
- (5) Approved constitutional and by-law amendments shall be incorporated into the article, section, and clause of the Constitution or By-Laws to which they refer.

Memo



To: H. George Frederickson, President

From: Dick Flamer, Acting Provost for Student Services *Dick*

Date: December 8, 1980

Subject: Fire Safety

The Board of Trustees expressed an interest in fire safety and prevention within the housing system. The following is a brief synopsis of our program.

FIRE SAFETY - PROGRAM

Although there were no major fire-related problems last year, fire safety and prevention is a major concern in the residence halls. During Spring Quarter 1980, the residence hall staff met with the University fire officer and reviewed the Fire and Safety Manual in detail as a preliminary step to the manual being updated by Campus Safety.

In September the head residents' orientation included tours of each building by the fire officer and the appropriate head resident for a full orientation of the building, familiarization of escape routes, location of fire extinguishers, alarms, hazards, etc. Also, the entire head resident staff met with the Campus Safety staff concerning emergency procedures and a hands-on demonstration on the use of the fire extinguishers.

An extensive session on fire safety was incorporated into the resident advisor orientation. This included a general discussion on safety and fire hazards, danger from smoke inhalation, emergency procedures, and evacuation of buildings. Also, the different types of fire extinguishers were shown and the staff was able to practice using them on a demonstration fire.

Whenever a fire alarm sounds Campus Safety is notified. They advise the residence hall staff when students may return to the building. If it appears that a building may remain evacuated for an extended period of time, the residence hall staff arranges for the students to wait inside another building.

The Campus Safety staff conducts unannounced quarterly fire drills in each residence hall. While time is certainly an important factor, attention is also given to proper exit procedures and safety. Special precautions are taken to assist handicapped students, and their rooms are identified by stickers on windows and doors. More frequent fire drills are conducted if needed.

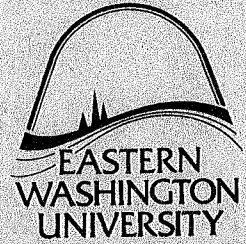
Fire Officer Craig Benner has continuous meetings with individual occupants, floors, or dorms when there are special concerns in order to help increase student awareness.

All the married student apartments have outside entrances. Campus Safety is given a current list of tenants including number and ages of children in each apartment. Handouts are currently being developed to pass out to all apartment tenants explaining fire safety and prevention.

FIRE SAFETY - PHYSICAL PLANT

This area will be discussed by Bob Graham, Director of Facilities, Physical Plant.

Memo



To: H. George Frederickson, President
From: Russ Hartman, Director of Planning & Budgeting Services *Russ*
Date: December 8, 1980
Subject: Contractor's Minority Employment Report

The Contractor's Minority Employment Report for the month of December 1980 is attached for the information of the Board of Trustees.

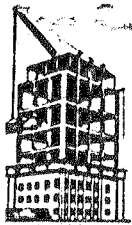
The report reflects the minority employment status of each contractor/engineer/architect firm engaged in major projects on the campus. The numbers shown are from the most recent billing from each firm.

js

Attachment

CONTRACTOR'S EMPLOYMENT REPORT
Month of November 1980

CONTRACTOR	Total Workers		Minority Workers (Included in Total)					% of Total
	Men	Women	Black	Asian American	Native American	Spanish Surname	Other	
<hr/>								
. Halvorson, Inc. General Contractor, Aquatics								
A. 1st billing 96	6	0	1	1	3	0	5	
B. Final billing 200 (letter of acceptance)	6	1	2	2	3	1	4	
<hr/>								
Barren, Little & Lund, Inc. Mech. Contractor, Economizer-Boiler #3								
A. 1st billing 150	8	3	2	1	2	0	5	
B. No billing since (10/22/80) 109	7	3	2	1	2	0	7	
<hr/>								
Tan/Brookie/Kundig Architects - Martin Hall								
A. 1st billing 9	4	0	2	0	0	0	15	
B. No billing since (10/22/80) 10	4	0	2	0	0	0	14	
<hr/>								
Kolbar Construction Co. Martin Hall Task 1 - General Contractor								
A. 1st billing (8/22/80) 7	0	0	1	0	0	0	14	
B. No billing since (9/15/80) 9	0	0	1	1	0	0	22	
<hr/>								
Garco Construction Co. Greenhouse - General Contractor								
A. 1st billing (10/24/80) 41	2	0	1	1	0	0	5	
B. No billing since (10/24/80)								
<hr/>								
Levernier-Shea Drama Elevator Addition - General Contractor								
A. 1st billing (9/26/80) 93	3	0	2	0	1	0	3	
B. 2nd billing (10/31/80) 75 (see attached letter)	3	0	0	2	1	0	4	



STEVE
LEAVE THIS LETTER
ATTACHED TO CONTRACTOR'S
MANPOWER MFT.

LEVERNIER-SHEA construction inc.

E. 7620 SPEAR

SPOKANE, WASHINGTON

P.O. BOX 13417 99213

TEL. (509) 928-8541

November 5, 1980

Mr. Richard Clark, Architect
Eastern Washington University
Cheney, Washington 99004

Re: Drama Building Addition,
Eastern Washington University
Our Job No: 268

Dear Sir:

You will note that our corporation's minority participation for the month of October has fallen below the goal of 7 percent which has been established by the University.

We wish to re-affirm our commitment to employment of minority persons and firms. We believe that our record in the past has been quite good and most probably above the average for our industry in this area.

The most significant reason for percentage decline is due to recent considerable reductions in manpower and completion or near-completion of quite a number of our projects. While the trend towards finalization of jobs will continue during the immediate months, be assured that we shall strive with diligence to meet the minority goal which the University has established and to meet the internal commitments of our firm.

We ask your patience in this matter.

Very truly yours,

LEVERNIER-SHEA CONSTRUCTION, INC.

BERNARD M. LEVERNIER, President

BML:vmf



Eastern Washington University
Management Reporting System

Report Number Fifteen
Equal Opportunity Program

Prepared by:
Office of Equal Opportunity
December 1980

Equal Opportunity - Affirmative Action
at
Eastern Washington University

Eastern's public commitment to Equal Opportunity and Affirmative Action to eradicate the effects of discrimination on the basis of race, sex, national origin or religion began in 1972 when the Board of Trustees adopted its "Equal Opportunity Policy and Affirmative Action Program" (Exhibit 1, WAC 172-150). The basis for this action was Presidential Executive Order 11246, as amended, Title VII of the Equal Rights Act of 1964, RCW 49.60, RCW 28B.16, Governor's Executive Orders, as well as a strong philosophical commitment, which included a determination to eliminate "all policies and practices that work to the disadvantage of individuals on the basis of race, sex, national origin, or religion, and to reaffirm our commitment to the concept of Affirmative Action (WAC 172-150-010, General Policy). In sub-paragraph (1), "All categories of employment at the college having fewer minorities and women than would reasonably be expected on the basis of their availability in the work force must be identified. These imbalances must be reduced by vigorous and systematic recruitment efforts, job training, and professional or career development."

The same policy includes a requirement that Eastern consider the employment practices of contractors, consultants and vendors in awarding contracts for construction, services and supplies. (Exhibit 5) The administration and the Board of Trustees has been very faithful in its policy commitment in all of these areas.

The other major concern of the Board of Trustees, according to adopted policy is in the area of student admissions and programs. Exhibit 6 shows the composition of the student body, by race and sex, since 1970.

The overall responsibility for implementation of the program resides with the University Affirmative Action Officer under delegation from the President. However, each Vice President, Provost, Dean and head of the several departments have important roles in carrying out necessary functions to assure compliance with, and commitment to carry out, the principles and policy relating to Equal Opportunity and the Affirmative Action Program.

Several administrative tools have been developed to assist in meeting our commitments. An administrative policy has been developed which embodies the principles of equal opportunity and affirmative action. (Exhibit 2) This document provides a guideline for employing officials as well as report forms which assist in maintaining required records.

A second tool, useful for all areas of personnel administration for the purpose of determining when special recruiting efforts are required is a statistical exercise, called availability and utilization analysis. By comparing the employment utilization of members of protected groups on campus with figures showing the availability of such persons in the applicable recruiting area, departments at Eastern can, with relative accuracy and timeliness, develop a recruiting strategy to meet employment targets and goals. For example, should the biology faculty show an under-utilization of women

by 5%, special recruiting efforts which might include selected, non-traditional advertising media; extended application acceptance time periods; target area recruiting efforts might be used. An example of utilization analysis data is shown in Exhibit 7.

The Higher Education Personnel Board rules provide for at least two other strategies, in order to assist in implementing "corrective employment" programs. (WAC 251-18-390, Exhibit 3) Once an institution's corrective employment program, such as the equal opportunity-affirmative action program at Eastern, has been approved by the Director of the Higher Education Personnel Board and the executive secretary of the Human Rights Commission, a "selective certification" process may be used to help the institution meet its goals in trying to correct underutilization of women, minorities, handicapped and veterans. Simply stated, protected group applicants who have passed the examination procedures and whose names have been placed on the eligible list, may be certified before others on the list for a specific vacancy. However, "the rate of entry or promotion through selective certification of members of under-represented groups ordinarily should not exceed a ratio of one out of three positions filled". (WAC 251-18-390, HEPB Rules).

Furthermore, "when it is determined by the Personnel Officer that an eligible list for a class in a job category does not contain sufficient members of the under-represented groups, applicants who are members of such groups . . . may be admitted to the examination at any time", (IBID) and be placed on the eligible list if they successfully complete the examination process.

The selective certification procedure for corrective employment purposes has not been used for some time; the under-represented group application procedure is used three or four times a year.

The total employment figures for faculty, administrative exempt and classified staff, by race and sex are shown in the following table:

Comparison of data, all staff categories, September 30, 1972 & September 30, 1980

FACULTY:

	<u>TOTAL STAFF</u>	<u>WOMEN</u>	<u>%</u>	<u>TOTAL MINORITY</u>	<u>%</u>
1972	355	48	13%	11	3%
1980	374	76	20%	27	7%

ADMINISTRATIVE:

1972	69	11	16%	4	6%
1980	88	22	25%	12	14%

CLASSIFIED:

1972	351	215	61%	17	5%
1980	497	308	62%	26	5%

The next table indicates Eastern's success in employing women and minorities for each year since 1972:

REPORT OF POSITIONS FILLED
FACULTY-ADMINISTRATIVE EXEMPT-CLASSIFIED

FACULTY:

	TOTAL FILLED	TOTAL WOMEN	%	TOTAL MINORITY	%	TOTAL MEN	%
1972	17	7	41%	0	0%	10	59%
1973	18	7	39%	3	17%	8	44%
1974	13	6	46%	1	8%	7	54%
1975	15	7	47%	4	27%	4	27%
1976	22	11	50%	4	18%	10	50%
1977	28	10	36%	3	11%	18	64%
1978	20	14	70%	3	15%	6	30%
1979	42	22	52%	5	12%	20	48%
1980	23	7	30%	2	4%	16	70%

ADMINISTRATIVE:

1972	10	1	10%	2	20%	9	90%
1973	15	6	40%	4	26%	9	60%
1974	11	3	27%	2	18%	8	72%
1975	8	2	25%	1	12%	6	75%
1976	10	6	60%	2	20%	4	40%
1977	17	11	64%	4	23%	6	35%
1978	27	10	37%	6	22%	17	62%
1979	20	9	45%	2	10%	11	55%
1980	18	6	33%	3	17%	12	67%

CLASSIFIED:

1972	196	85	43%	8	4%	111	57%
1973	202	127	63%	14	7%	75	37%
1974	152	107	70%	12	8%	45	30%
1975	97	71	73%	15	15%	26	27%
1976	180	113	63%	12	7%	67	37%
1977	205	133	65%	8	4%	72	35%
1978	161	112	69%	18	11%	49	31%
1979	116	83	72%	6	5%	33	28%
*1980	141	102	72%	5	3.5%	39	28%

*Data reported as of September 30

Since 1972, Vietnam era veterans, disabled veterans and the handicapped have gained not only protected group status, but, in accord with Governor Ray's Executive Order EO 79-08, (Exhibit 4) institutions of higher education will be required to develop targets and recruiting strategies to meet those targets, as well as provide updated programs and additional data on a more frequent basis. Eastern has been working with the Higher Education Personnel Board to come into compliance with the new, additional requirements, and is currently awaiting formal approval of its documented proposals to the Higher Education Personnel Board.

Chapter 172-150
Equal Opportunity Policy
 and
Affirmative Action Program

WAC	
172-150-010	General Policy
172-150-020	Legal Bases
172-150-030	Definitions
172-150-035	Affirmative Action for Faculty: Objectives
172-150-040	Affirmative Action for Faculty: Course of Action
172-150-050	Affirmative Action for Faculty: Implementing Course of Action
172-150-060	Affirmative Action for Non-academic Staff (Exempted Administration — Classified Staff): Objectives
172-150-070	Affirmative Action for Non-academic Staff (Exempted Administration — Classified Staff): Course of Action
172-150-080	Affirmative Action for Non-academic Staff (Exempted Administration — Classified Staff): Implementing Course of Action
172-150-090	Affirmative Action for Educational Opportunity: Purpose
172-150-100	Affirmative Action for Educational Opportunity: Objectives
172-150-110	Affirmative Action for Educational Opportunity: Course of Action
172-150-120	Affirmative Action for Educational Opportunity: Implementing Course of Action
172-150-130	Affirmative Action in Construction and Procurement: Objectives and Course of Action
172-150-140	Affirmative Action in Construction and Procurement: Implementing Action
172-150-145	Reductions in Force
172-150-150	Grievance Procedure
172-150-160	Referrals of Complaints
172-150-170	Maternity Leave Policy
172-150-180	Dissemination of Policy
172-150-190	Corrective Employment Status

WAC 172-150-010 General Policy. As a major educational institution, a large scale employer, and an influence on our society through its students, its faculty, its alumni, and its employees, Eastern Washington State College stands committed to the principles of equal opportunity in employment and in education.

In its most elementary form, our adherence to the concept of equality of opportunity requires that considerations of race, sex, national origin, and religion are irrelevant as determinants of the access an individual has to opportunities for education, employment, achievement, and personal fulfillment. Rather, the controlling factors in all such matters must be individual ability, interest, and merit.

It is the college's present course and future intent to move beyond nondiscrimination, i.e., the elimination of all policies and practices that work to the disadvantage of individuals on the basis of race, sex, national origin, or religion, and to reaffirm our commitment to the concept of Affirmative Action.

The principle of Affirmative Action requires the college to determine if it has met its responsibilities to recruit, admit,

employ, promote, and reward women and minorities to a degree consistent with the availability of qualified individuals. The fundamental premise underlying this commitment is that the effects of systematic exclusion, inattention, and overt discrimination in the past cannot be remedied in appropriate ways and in a reasonable time by a posture of neutrality. To this end, the college will seek to recruit and employ women and minorities at least in proportion to their availability, and will provide new opportunities for career development when possible and consistent with program and institutional needs which both stimulate and respond to their changing interests, aspirations, and requirements.

Achievement of the foregoing goals and attainment of the longer range objectives require adoption of the following principles:

(1) All categories of employment at the college having fewer minorities and women than would reasonably be expected on the basis of their availability in the work force must be identified. These imbalances must be reduced by vigorous and systematic recruitment efforts, job training, and professional or career development.

(2) All employees will be encouraged to make the fullest use of their skills and talents by participating in educational and career developmental opportunities and by taking advantage of opportunities for promotion and transfer consistent with both the needs of the college and the individual's ability and aspirations.

(3) Compensation, benefits, and support for all staff and other employees will be based on training, experience, and equivalency of position without regard to race, sex, national origin, or religion.

(4) Access to educational programs, financial assistance, and other services and facilities will be provided to students in a manner that does not discriminate against women and minority students.

(5) It will be our goal to increase the numbers of women and members of minority groups within our undergraduate, professional, and graduate student bodies until their enrollment approximates their percentage within the State's population.

X (6) Selections among candidates for employment and among student applicants must reflect a recognition that narrow interpretation of qualifications or credentials may have worked to the disadvantage of women and minorities. In other words, the college's employment practices and its admissions policies should emphasize individual merit and performance, in ways that reflect that limited prior opportunity, social discrimination, and enforced segregation influence a person's record of achievement. X

(7) Procurement and purchasing practices must assure maximum opportunity for the participation of minority vendors in the provision of services and materials and for the employment of minority contractors and construction workers in the construction or renovation of college facilities, either on or off campus. In this regard, each contractor who seeks EWSC business is expected to have and to follow an Affirmative Action program that is in accord with federal and state regulations as well as college policy specified in WAC 172-150-130.

(8) The primary responsibility for adherence to these principles and for the establishment of an atmosphere in which the evolving concept of Affirmative Action is accepted

and supported, rests with all members of the college community. Accordingly, where appropriate, the work performance of each employee will be evaluated on the basis of his or her equal opportunity efforts and results as well as other criteria specified in college By-Laws. The college therefore assumes that its faculty, administration, students, and classified personnel staff will comply with the Equal Opportunity and Affirmative Action program described hereinafter.

(9) The college will not condone or permit any behavior or action that will in any way interfere with the institutional efforts to insure that protected group members will have equal employment opportunity. Furthermore, the college will insure that all members of the protected group will be able to exercise those rights guaranteed by federal and state laws.

WAC 172-150-020 Legal Bases. This broad policy requiring Equal Opportunity and Affirmative Action is intended to comply with the requirements of the following applicable state and federal statutes, regulations, and directives:

(1) State of Washington, Chapter 49.60 RCW, which prohibits discrimination based on age, race, creed, color, sex, or national origin;

(2) State of Washington, Chapter 28B.16 RCW, the State Higher Education Personnel Law;

(3) State of Washington, Governor Evans' Executive Orders of September, 1966 and July, 1972 relative to agency goals, which set forth a policy of nondiscrimination and Affirmative Action in state employment and state contracts;

(4) Civil Rights Act of 1964 (Public Law 88-352), which prohibits discrimination based on sex, race, creed, color, or national origin;

(5) Presidential Executive Order 11246, issued September, 1965, which prohibits discrimination and includes contracts dealing with the states where federal funds are involved, and requires the contractor to take affirmative steps to insure compliance;

(6) Presidential Executive Order 11375, issued September, 1967, amending Presidential Order 11246 to expressly prohibit discrimination on account of sex;

(7) Education (Title IX) Amendments of 1972.

WAC 172-150-030 Definitions. As used in these regulations, the following terms shall be defined as follows:

(1) "Availability," as defined in 41 CFR 60-2.11 (a) (1 and 2), shall mean availability of qualified individuals who are members of a "target group."

(2) "Protected Group" shall mean those individuals who are members of:

(a) "Minorities," as used in this WAC Chapter refers to those persons who are members of a minority group as that term is defined by the U.S. Office of Civil Rights of the Department of Health, Education and Welfare and/or the Washington Human Rights Commission;

(b) The female sex.

(3) "Target Group" shall mean those individuals who are members of a protected group that is the object of any Affirmative Action goals or course of action.

WAC 172-150-035 Affirmative Action for Faculty: Objectives.

(1) Aims. At the present time, women and minorities are under-represented in some academic positions within the college, including faculty positions, both tenured and

nontenured. Our commitment to a policy of Affirmative Action requires that we make every effort and show substantial progress over time in the following directions:

(a) When normal attrition and/or growth creates vacancies, the college will accept its legal and moral obligations to increase the proportion of minority and women on its faculty and academic staff. This increase will be commensurate with departmental needs for teaching and research talent and consistent with the needs for development of existing and/or professional fields and programs.

(b) The college must seek to broaden the pool of available candidates by recruiting and educating minority and women students (see WAC 172-150-090 through WAC 172-150-120, inclusive.)

(c) Additionally, we are committed to supporting those who are now on our faculty and academic staff by providing for them the opportunities for professional growth (for example, by encouraging them to serve on various college committees and in professional organizations both on and off campus) which will in turn increase their representation in the senior ranks of the academic professions.

WAC 172-150-040 Affirmative Action for Faculty: Course of Action.

(1) Course of Action. The following course of action is intended to achieve the college's goals and meet existing problems in the area of faculty positions at EWSC.

(a) Upon adoption of this plan, and annually thereafter, each academic department will, in cooperation with the Affirmative Action Officer and the Affirmative Action Council, identify the extent to which women and minorities are underutilized in each professional rank, by means of utilization analysis of the departments' faculties and academic staffs (as described in 40 CFR 60-2.11); provided, that "underutilization" is defined as having fewer minorities and women in a particular job classification than would reasonably be expected by their availability. Upon completion of such analysis, the departments shall then establish their plan for eliminating any existing underutilization, subject to availability of candidates and approval by the Vice President for Academic Affairs, the Affirmative Action Officer, and the Affirmative Action Council.

(b) In areas where there is underutilization of women and minorities, vigorous and systematic recruiting efforts will be undertaken to identify women and minority candidates.

(c) Affirmative Action goals for professional employment within the faculty shall be based on the results of the utilization analysis required in WAC 172-150-040.

1. For women, there shall be a target for hiring new female employees which shall be no less than thirty percent (30%) of all new hirings into faculty positions in each year of the Affirmative Action program, until the utilization of women within the college and departments meets availability.

2. For minorities, there shall be a target for hiring new minority faculty members which shall be no less than ten percent (10%) of all new hirings into faculty positions in each year of the Affirmative Action program, until the utilization of minorities within the college and departments meets availability.

(d) Each academic department will seek to increase the

pool of potential candidates in their areas by vigorous recruitment of women and minority graduate students.

WAC 172-150-050 Affirmative Action for Faculty: Implementing Course of Action.

(1) Responsibility for implementing course of action.

(a) Responsibility for meeting departmental goals and timetables rests with each college or school dean, who will be assisted in the preparation and implementation of specific plans by the college's Affirmative Action Officer and any staff assistants appointed by the college President to insure effectiveness and continuity.

(b) To insure good communication and to fix responsibility, each college dean will act as college or school Equal Employment Opportunity Representative.

(c) The specific responsibilities of the college or school Equal Employment Opportunity Representative will be as follows:

1. To seek the support of everyone in the college or school, particularly women and minorities, in identifying problem areas related to the goals of Affirmative Action and in referring qualified minority and women candidates for both academic and non-academic positions;

2. To develop a strategy, including an up-to-date list of contacts, for identifying women and minority applicants in career fields appropriate to the college or school needs;

3. To maintain a file on minority and women applicants and potential candidates for academic positions within the college or school;

4. To undertake a careful review of employment criteria utilized by departments within each college or school relating to merit and to make certain that all job requirements are necessary for the category under consideration;

5. To review the criteria for departmental hiring, retention, promotion, and tenure as actually implemented to insure that procedures are in compliance with the Education Amendments of 1972, HEW Guidelines per Executive Order 11246, and other relevant state and federal regulations.

6. To disseminate the latest college policies and procedures on Equal Employment Opportunity to all members of each department in the college or school, both professional and nonprofessional;

7. To develop strategies for increasing the available pool of candidates for academic positions, such as actively recruiting women and minorities for graduate programs and training.

(d) It is expected, however, that all members of the academic staff will cooperate and support these efforts, in terms of both their supervisory roles and their participation on various college and school committees. (See WAC 172-150-010 [8].)

WAC 172-150-060 Affirmative Action for Non-academic Staff [Exempted Administration — Classified Staff]: Objectives.

(1) Women and minorities are underrepresented in many non-academic positions at the college. Furthermore, the college recognizes that many inequitable situations in employment are rooted in occupational segregation and in stereotyping of roles in our society. These persistent problems have resulted in widely held perceptions by many present and prospective employees, especially those who are minority and women, that job responsibilities and

opportunities for advancement are seriously limited and that individual skills and talents will be inadequately recognized and rewarded.

(2) Accordingly, given the college's commitment to equal opportunity in all employment areas, the Affirmative Action plan for non-academic employment has a double responsibility:

(a) To correct the present underrepresentation and underutilization of women and minorities; and

(b) To reverse feelings of frustration and low expectations for change on the part of many women and minority staff.

WAC 172-150-070 Affirmative Action for Non-academic Staff [Exempted Administration — Classified Staff]: Course of Action.

In view of both the problems and aims described in WAC 172-150-060, the following course of action has been established:

(1) Upon adoption of this plan, and annually thereafter, the administrative officer responsible for the area, in cooperation with the Affirmative Action Officer and the Affirmative Action Council, will determine within each nonfaculty area (administrative unit, office, department) of Eastern Washington State College the extent to which minorities and women are underutilized and will develop plans for the correction of the deficiencies.

(2) Affirmative Action goals for non-faculty employees will be based upon the results of the utilization analysis required in WAC 172-150-070 (1):

(a) For women in:

1. Exempt administration: there shall be a target for hiring new female employees which shall be no less than thirty per cent (30%) of all new hirings into exempt administrative positions until the utilization of women within such positions corresponds to availability.

2. Classified personnel: there shall be a target for hiring new female employees into positions where they are underutilized which shall be no less than thirty per cent (30%) of all new hirings into classified positions until the utilization of females within classified positions corresponds to availability.

(b) For minorities in:

1. Exempt administration: there shall be a target for hiring new minority staff members which shall be no less than ten per cent (10%) of all new hirings into exempt administrative positions, until the utilization of minorities within such positions corresponds to availability.

2. Classified personnel: there shall be a target for hiring new minority members which shall be no less than ten per cent (10%) of all new hirings into classified positions, until the utilization of minorities within such positions corresponds to availability.

(3) Vigorous and systematic recruitment of minorities and women both inside and outside the college will be undertaken.

(4) Job training, career counseling, and professional development programs will be offered where appropriate and feasible.

(5) All employees will be informed of the policies, goals, and procedures in respect to nondiscrimination outlined in the college's Affirmative Action program. Special efforts will be made to ensure that women and minorities are aware of specific opportunities for promotion, transfer, and

training that may be of interest to them.

(6) Steps will be taken to sensitize supervisors to both subtle and overt forms of discrimination and to inform them in detail about the Affirmative Action program, both in terms of legal requirements and of the college's particular commitments.

(7) The college will make efforts in the direction of improving access by all persons to job categories which have traditionally been preponderantly occupied by women and/or minorities.

WAC 172-150-080 Affirmative Action for Non-academic Staff [Exempted Administration - Classified Staff]: Implementing Course of Action.

(1) Responsibility for administration.

(a) Responsibility for meeting the objectives in the area of exempt administration and classified personnel at EWSC rests with the major administrative officer of each nonacademic area (administrative unit, office, or department).

(b) For recruitment, referral, and hiring of candidates for classified staff categories, there is a sharing of responsibility between the administrative unit leadership and the Personnel Office.

1. Specifically, in order to enable each department to meet its Equal Opportunity goals for classified staff, the Personnel Office is responsible for providing minority and women applicants according to their availability.

2. It is the responsibility of individual departments to supply the Personnel Office with basic, essential job requirements for each available classified staff position in sufficient time to allow for a serious search to produce qualified minority and women candidates (as defined in WAC 172-150-010 [6]) either from within the college or from external recruitment sources.

(c) An annual review and analysis of all employment categories will be undertaken by the Affirmative Action Officer to monitor progress toward full representation of minority and women employees.

(d) The Affirmative Action Officer and the college President will play the same roles in developing, coordinating, and monitoring departmental Affirmative Action programs as described in WAC 172-150-050 (1) (a).

(e) The head of each administrative unit (office or department), or his designee, will be appointed as Equal Employment Opportunity (EEO) Representative and will have specific responsibilities as outlined for academic EEO Representatives in WAC 172-150-050 (c).

WAC 172-150-090 Affirmative Action for Educational Opportunity: Purpose.

The purpose of this section is to describe Eastern Washington State College's commitment to increasing the numbers of women and minority group members in our undergraduate and graduate student body and in all professional programs through a vigorous and systematic program of recruitment and when required through provision of remedial programs designed to correct differences that are the result of prior discrimination or exclusion.

WAC 172-150-100 Affirmative Action for Educational Opportunity: Objectives.

At the present time, women and minority members of some minority groups are underrepresented in some student

categories at EWSC. It is our policy to reduce these imbalances. It is also our objective to remove educational, social, and financial barriers which have discouraged many women and minority students from taking advantage of educational opportunities offered by the college.

WAC 172-150-110 Affirmative Action for Educational Opportunity: Course of Action.

In view of the objectives expressed in WAC 172-150-100, the college has established the following plan of action:

(1) Access to educational programs, financial assistance, and other services and facilities will be provided to students in a manner that does not discriminate against women and minority students.

(2) Minorities and women often feel isolated academically and socially both because of their small numbers and because of cultural and/or sex role stereotypes. To address this problem, the college will provide special support both formally, through the Office of the Vice President of Student Services and the Office of the Dean of Undergraduate Studies, and informally by encouraging minority and women faculty, staff, and students to serve as advisors on academic and social matters.

(3) The college is committed to provide special academic support services, where appropriate and feasible, to insure that the needs of students with special problems are met. These services may include the establishment of a Learning Resource Center or Centers in which regular faculty members teach the fundamentals of mathematics, reading, writing, and speech.

WAC 172-150-120 Affirmative Action for Educational Opportunity: Implementing Course of Action.

(1) Responsibility for implementation of Affirmative Action programs and procedures in student-related areas rests with all members of the college staff but specifically with the Vice President for Academic Affairs, the Vice President for Student Services, and the Dean of Undergraduate Studies.

(2) On a yearly basis, the Vice President for Academic Affairs, the Vice President for Student Services, and the Dean of Undergraduate Studies will review their plan and will prepare an annual report which will outline both efforts and progress made toward meeting EWSC goals and federal regulations. This annual report, including any proposed changes in policies or procedures, will be submitted to the President by the end of each academic year and will be reviewed by the Affirmative Action Officer and other appropriate staff.

WAC 172-150-130 Affirmative Action in Construction and Procurement: Objectives and Course of Action.

Eastern Washington State College has become a leader in promoting minority group participation in firms engaged in construction, vendor enterprises, and other organizations providing goods and services to the college. To maintain its leadership position in this area and to continue in compliance with the federal and state regulations governing construction and procurement, the college is committed to the following course of action:

(1) In general:

(a) Existing procedures will continue to be employed, and new procedures will be developed to secure maximum participation of minority vendors in college purchasing and minority contractors or construction workers in public

works, both on campus and off campus.

(b) An effort will also be made to develop appropriate policies to address the problem of discrimination against women in these areas.

(c) Contractors and vendors will be informed, at the time they enter into a contractual relationship with the college, that failure to achieve the college's Affirmative Action goals may result in disqualification on future contracts.

(2) Construction contracts will contain the following provisions:

(a) An Equal Employment Opportunity clause will be written into all renovation and new construction contracts;

(b) The college, through the department involved, will require contractors, negotiating or bidding on work, to be in compliance with Executive Order No. 11246 and No. 11375 before contracts are awarded;

(c) A description of the plan for minority contractor utilization, including subcontractors, will be required as a component of the bid procedure, and each contractor will be required to establish a minimum goal of the state percentage of minorities for his minority hiring goal;

(d) During actual construction, each prime contractor will submit a monthly statement to the Office of Facilities Planning outlining the work force composition of his entire work force and the use of minorities by his or her organization both directly and through subcontracting;

(e) The Facilities Planning Office representative will visit construction sites weekly to review and report on Affirmative Action compliance.

(3) Vending contracts will contain the following provision:

(a) An Equal Opportunity clause will appear in all purchase orders.

WAC 172-150-140 Affirmative Action in Construction and Procurement: Implementing Action.

(1) Construction contracts. The Vice President for Business and Management shall be responsible for assuring that the provisions of WAC 172-150-130 (2) (b) are carried out during all phases of the planning and actual construction of each project.

Reports of each project will be forwarded to the Affirmative Action Officer. The Affirmative Action Officer will be responsible for auditing the construction program efforts and for recommending changes whenever necessary.

(2) Procurement contracts. It is the responsibility of the Director of Purchasing to identify minority and women businesses among potential suppliers and to require the compliance of all suppliers to Executive Orders 11246 and 11375.

WAC 172-150-145 Reductions in Force.

In accordance with College By-Laws and other governing documents, and to the extent permitted by law, the concepts of Affirmative Action developed in this plan shall apply to any reduction in force or layoff.

WAC 172-150-150 Grievance Procedure.

The Affirmative Action Officer, in cooperation with the Affirmative Action Council, will assure that adequate and appropriate grievance procedures which provide for the hearing of complaints of race or sex discrimination as well as all other complaints are developed for all members of the college community. These grievance procedures, for faculty,

exempt administrative, students, and classified staff, must include specific procedures for the hearing of complaints of discrimination because of race or sex.

When charges of discrimination based on race or sex are made, the Affirmative Action Officer will act in an advisory capacity to the appropriate hearing body convened to hear the complaint, to assure that the process for reviewing the charge of discrimination takes into account the provisions of the various state and federal laws dealing with discrimination and/or affirmative action. At the request of either party to the complaint, the Affirmative Action Officer may be in attendance at all stages of the hearing process.

WAC 172-150-160 Referrals of Complaints.

Discrimination complaints which cannot be resolved to the satisfaction of the complaining party, within the college, may be submitted by the complaining party to appropriate state or federal agencies, such as one of the following:

(1) State Human Rights Commission. This agency investigates, hears, and acts upon individual employment complaints and other grievances as empowered by RCW 49.60, the state law against discrimination.

(2) Wage and Hour Division, Department of Labor. This office investigates complaints concerning equal pay for equal work and other grievances concerning work hours and compensation. The Division is authorized to enforce the Fair Labor Standards Act.

(3) Contract compliance agencies (state and federal) and the Equal Employment Opportunity Commission. Compliance officers having jurisdiction over state and federally funded projects also receive and act upon complaints of discrimination.

(4) Higher Education Personnel Board. Employees of the classified staff may appeal regarding application of the Higher Education Personnel Law and Rules, including complaints of discrimination.

WAC 172-150-170 Maternity Leave Policy.

(1) Maternity leave, defined as that period of time a woman is physically unable to work because of childbirth or complications of pregnancy, shall be considered a temporary disability and paid leave shall be granted on the same basis as such leave is granted for any other temporary disability as set forth in the college leave policies. Except for disability leave exhausted by absence due to pregnancy, maternity leave shall be granted without loss of other accrued employee benefits and shall be available to married and unmarried women equally.

(2) Pregnancy, or possible pregnancy, shall not preclude the consideration of women for employment, admission, financial assistance, promotion, or any other program provided by the college.

WAC 172-150-180 Dissemination of Policy.

(1) This Equal Employment Opportunity Policy and a summary of the current Affirmative Action Program will be disseminated to all employees at least once each year through official publications or other media.

(2) The new employee orientation program will include a thorough familiarization with the Equal Opportunity Policy and Affirmative Action Program of the college.

(3) Notices of Equal Employment Opportunity will continue to be prominently displayed on bulletin boards in all locations throughout the college.

(4) Deans, directors, department chairmen, and

supervisors, will explain the intent of the policy and program and individual responsibility at staff meetings at least once every year to insure effective implementation. The Equal Employment Opportunity Policy and the Affirmative Action Program will also be a basic item on the agenda of the Board of Trustees at least once a year.

(5) Written notification of this policy will be provided to community agencies and persons who request it and to all contractors, vendors, and suppliers.

(6) It is the intent of the college that any collective bargaining agreement covering the members of the classified staff will include a clause such as the following:

Nondiscrimination. There shall be no discrimination against any individual with respect to compensation, terms, or conditions of employment, nor with respect to union membership, because of race, color, religion, national origin, age, or sex. Any violation as herein set forth shall constitute a breach of this agreement."

(7) All sources for recruitment of employees will be notified in writing that this policy applies to referrals for employment application. All printed advertisements for employment will contain the phrase, "An Equal Opportunity Employer."

WAC 172-150-190 Corrective Employment Status.

Any organizational unit of the College which is found to have substantial under-representation of women and/or minorities within its work force may be placed on corrective employment status by the administrative officers responsible for that unit until such deficiency is overcome.

While under corrective employment status the organizational unit will be provided additional recruiting resources with which to attempt to overcome underutilization. No modification of bona fide job qualifications will be required under this section.

PERSONNEL PROCEDURES
FACULTY AND EXEMPT HIRING

The following procedures are established in accordance with Eastern Washington University's Affirmative Action Policy to assure that all affirmative action requirements are met in the faculty and exempt hiring process. The procedures constitute University policy and must be adhered to before an offer of employment may be made to any candidate for a full-time faculty or exempt staff position.

Definition of Vacancy

The hiring unit should specify the nature of the vacancy and list the desired qualifications for candidacy. Qualifications should be performance-oriented. A statement defining the vacancy and justifying the stated qualifications should be submitted through the dean/supervisor to the Provost for Academic Affairs or the appropriate vice-president, with a copy to the Personnel Services Office. The justification should explain why the specified degree is required (with particular attention to explaining requirements not generally imposed over the last five years), why the fields of expertise cited were selected, etc. (see attached Form 1).

Selection Process

The persons responsible for the selection and recommendation of the top candidates for the position should be identified and the unit's decision-making process briefly described (see attached Form 2). The selection process should be filed in advance through the dean/supervisor with the Provost for Academic Affairs or the appropriate vice-president, and the Affirmative Action Officer (AAO).

The commitment to affirmative action can be demonstrated by including minorities and women in the search and decision-making process whenever possible. If there are no minorities or women employed in the hiring unit, the unit should invite other appropriately qualified colleagues to assist it.

Job Announcement/Advertisement

The proposed job announcement/advertisement should be submitted through the dean/supervisor to the Provost for Academic Affairs, or the appropriate vice-president, and the AAO, with a copy to the Personnel Services Office (see attached Form 3). The announcement/advertisement should give the expected qualifications, but as preferences rather than absolutes. It should be remembered that the intent is to hire well-qualified individuals, and in particular, minorities and women. Actions should not be taken which make that objective more difficult to achieve.

Ample time should be allowed to obtain an adequate applicant pool, but specific closing dates should not be used because they might defeat the purpose of affirmative action recruiting.

All announcements/advertisements must contain the phrase: "Eastern Washington University is an Affirmative Action/Equal Opportunity Employer and subject to all the provisions of Executive Order 11246. All interested persons are encouraged to apply."

Affirmative Action Procedures
Page Two

The Provost for Academic Affairs, or the appropriate vice-president, will consult with the AAO, and if any problems are detected, will consult with the appropriate dean/supervisor and chairperson. The Provost for Academic Affairs, or the appropriate vice-president, will approve the vacancy statement, the selection process, and the job announcement/advertisement in writing.

Affirmative Action Recruitment

There are two corresponding requirements basic to affirmative action recruitment. The first is open advertising, and the second, nontraditional advertising and recruitment. For faculty vacancies, the advertisement is normally nationwide and the appropriate media include professional journals and The Chronicle of Higher Education. Exempt vacancies could require nationwide or regional advertising, depending on the position.

In addition to openly publicizing a vacancy, the hiring unit must engage in nontraditional advertising and recruitment aimed specifically at generating applications from qualified minorities and women. Departments will confer with the AAO and the Personnel Services Office to determine what other measures are appropriate to this effort. The primary responsibility for all recruiting rests with the departments, but the AAO and the Personnel Services Office will provide technical advice regarding nontraditional recruitment efforts and will maintain an up-to-date list of minority and female contacts who might know of potential candidates. Such efforts may include advertising in newsletters, journals, etc. with a specialized readership of minorities and/or women; utilizing registries or rosters of minorities and/or women professionals; utilizing appropriate national services; personally contacting leading minorities and/or women in the field to solicit possible candidates, etc. Hiring units should note that, for affirmative action purposes, recruiting should be national, even if a given position is generally advertised only regionally--i.e., recruitment efforts should be aimed at sources likely to produce minority and female applicants wherever they are located in the nation.

Applicant-Flow Data Report

The hiring unit should assemble the applications and determine, whenever possible, which of the applicants are minorities and/or women. (The attached Supplementary Information Form should be sent to candidates for the position when departments send letters acknowledging receipt of letters of application.) Applicant-flow data should be recorded and a report (see attached Form 4) submitted through the dean/supervisor to the Provost for Academic Affairs, or the appropriate vice-president, and the AAO, with a copy to the Personnel Services Office. The report should include a listing of the methods and advertising media utilized in the recruitment effort. Applicant-flow data consists of the number of applications received (an application is a written statement of interest in an authorized position) and the number of applicants of each race/ethnic group by sex.

If the affirmative action efforts have been successful, the applicant pool will contain applications from persons of affected classes who meet the minimum requirements; those persons will represent classes currently

Affirmative Action Procedures
Page Three

under-utilized in the given field at Eastern Washington University; and the numbers of minority and/or female applicants will be in proportion to their availability nationally. (The "affected classes" are defined by the federal government as, "Asian Americans, Blacks, Native Americans, Spanish surnamed, and women".)

If the composition of the applicant pool does not reflect successful affirmative action efforts, the recruiting process will be reviewed by the AAO and the Provost for Academic Affairs, or the appropriate vice-president, in consultation with the dean/supervisor and the department. If it is agreed that all reasonable measures for affirmative action have been exhausted, the screening process may continue. Otherwise, further affirmative action recruitment efforts will be required.

References must be in writing but should be checked by telephone; no candidate may be brought to campus for interviews without a telephone check of written references. At least three, preferably five, references should be obtained for all top candidates.

List of Top Candidates

When the applicant pool has been narrowed to the hiring unit's top candidates and/or proposed interviewees, the hiring unit should send through the dean/supervisor to the Provost for Academic Affairs, or the appropriate vice-president, and the AAO, with a copy to the Personnel Services Office:

1. a list of the top candidates and their rankings. The application folders of these candidates should be sent to the dean/supervisor.
2. a list of the minority and/or women candidates who failed to meet the qualifications and why.
3. justification for a decision not to include qualified minority and/or women candidates among the top candidates.

Campus Interviews

Following receipt of the above report, the Provost for Academic Affairs, or the appropriate vice-president, will consult with the AAO and given written approval through the dean/supervisor for campus interviews. No candidate may be brought to the campus without such approval. Ordinarily, the top candidate shall be invited for interviews first, and a decision made as to whether an offer of employment should be made. Permission to bring other candidates for interviews must be obtained through the dean/supervisor from the Provost for Academic Affairs or the appropriate vice-president.

Offer of Appointment

After completion of interviews and the departmental selection process, the

Affirmative Action Procedures
Page Four

hiring unit and dean/supervisor shall report to the Provost for Academic Affairs, or the appropriate vice-president, and state how the qualifications of the candidate selected meet the qualifications originally approved. The approval of the Provost for Academic Affairs, or the appropriate vice-president, is necessary before the position may be offered to a candidate. The offer of appointment shall be made, in writing, by the dean/supervisor. All offers of appointment are subject to approval by the Board of Trustees.

Maintenance of Records

Upon approval of the offer of appointment by the Board of Trustees, the department should send the application folders of all candidates for the position to the Personnel Services Office. The following items should be included in the folders:

1. letter of application
2. vita or resume'
3. transcripts
4. letters of recommendation
5. other documents provided by the candidate and used in the selection process
6. individualized letters sent to candidates
7. form letter sent to candidates, and a list of candidates to whom it was sent
8. notes of telephone interviews, conversations or personal interviews, if a scoring guide was used in the evaluation of candidates.

June, 1980

Department

Date

DEFINITION OF VACANCY

Vacancy	Justification
Discipline, Sub-Discipline, Special Expertise:	
Degree(s)	
Required:	
Recommended:	
Experience:	
Other Qualifications:	
Duties:	
Terms/Type of Appointment:	
Starting Date:	

APPROVALS:

Dean/Supervisor _____

Provost/vice-president _____

Affirmative Action Officer _____

SELECTION PROCESS

Describe the selection process:

List all persons responsible for the selection. Include ethnicity and sex.
(e.g., final decision: department chair; screening and recommendation:
personnel committee):

APPROVALS:

Dean/Supervisor _____

Provost/vice-president _____

Affirmative Action Officer _____

JOB ANNOUNCEMENT/ADVERTISEMENT

Attach copies of job announcement(s) and advertisement(s).

Publications in which announcements/advertisements will be placed.
Indicate why selected.

Persons and organizations to be contacted in recruitment process.

Other recruitment activity:

APPROVALS:

Dean/Supervisor _____

Provost/vice-president _____

Affirmative Action Officer _____

SUPPLEMENTARY INFORMATION FORM

(Voluntary Information)

Eastern Washington University is an Affirmative Action Employer. In order to assist us in meeting our affirmative action commitments and providing necessary reports to federal and state government agencies, we would appreciate your providing us the following information:

NAME:

ADDRESS:

RACE: Oriental or Asian

☐

Black or Afro-American

☐

Native American (Indian)

☐

Spanish surnamed

☐

Other

☐

Caucasian (White)

☐

SEX:

Male

☐

Female

☐

VIET NAM ERA VETERAN

☐

DISABLED VETERAN

☐

HANDICAPPED

☐

APPLICANT-FLOW DATA REPORT

	<u>Availability Data (%)</u>
Total Candidates: _____	_____
Total Minorities: _____	_____
Total Males: _____	_____
Total Females: _____	_____
Total Veterans: _____	
Viet Nam Era: _____	
Other: _____	
Disabled: _____	
Total Handicapped: _____	

Recruiting Methods and Advertising Media Utilized:

APPROVALS:

Dean/Supervisor _____

Provost/vice-president _____

Affirmative Action Officer _____

AFFIRMATIVE ACTION PROCEDURES CHECKLIST

DATE

Search/Hire

- _____ 1. Vacancy determined and permission to search obtained by chair in meeting with dean/supervisor and Provost/vice-president.
- _____ 2. Vacancy defined (Form 1) and submitted through dean/supervisor to Provost/vice-president, AAO, and Personnel Services Office.
- _____ 3. Selection process developed (Form 2) and submitted through dean/supervisor to Provost/vice-president, AAO, and Personnel Services Office.
- _____ 4. Job announcements/advertisements written (Form 3) and submitted through dean/supervisor to Provost/vice-president, AAO, and Personnel Services Office.
- _____ 5. Dean/supervisor, Provost/vice-president, and AAO approve definition of vacancy, selection process, job announcements/advertisements.
- _____ 6. Advertisements and announcements placed.
- _____ 7. Other recruitment activities undertaken. (Record)
- _____ 8. Applicant pool completed and applicant-flow data report submitted through dean/supervisor to Provost/vice-president, AAO, and Personnel Services Office.
- _____ 9. Applicant-flow data report approved by dean/supervisor, Provost/vice-president, AAO.
- _____ 10. Written references obtained from candidates.
- _____ 11. Telephone references obtained.
- _____ 12. Top candidates selected and list, in rank order, submitted through dean/supervisor to Provost/vice-president, AAO, and Personnel Services Office.
- _____ 13. Application folders of top candidates sent to dean/supervisor.
- _____ 14. Request to bring top candidate to campus for interviews submitted through dean/supervisor to Provost/vice-president (copy to Personnel Services Office).
- _____ 15. Permission to bring top candidate to campus for interviews received from Provost/vice-president through dean/supervisor.
- _____ 16. Candidate brought to campus for interviews.
- _____ 17. Recommendation to make offer of appointment submitted through dean/supervisor to Provost/vice-president (copy to Personnel Services Office).

- 18. Permission to make offer of appointment received from Provost/vice-president.
- 19. Offers of appointment made, in writing, by dean/supervisor (copies to Provost/vice president, Personnel Services Office, and department chair).
- 20. Offer of appointment accepted by candidate.
- 21. Offer of appointment approved by Board of Trustees.
- 22. Application folders of all candidates sent to Personnel Services Office.

(b) For transfer within class or lateral movement, the salary and periodic increment date shall remain unchanged. [Order 61, § 251-18-346, filed 8/30/77, effective 10/1/77.]

WAC 251-18-350 Appointment--Temporary.

(1) Temporary appointment may be made only to meet employment conditions set forth in the definition of "temporary employment" in WAC 251-04-020.

(2) Temporary appointment to perform work in the absence of an employee on leave shall be made following certification from appropriate eligible lists of eligibles who have indicated willingness to accept temporary assignment. Temporary appointment made in accordance with this rule is not limited to the one hundred eighty calendar day limitation. [Order 61, § 251-18-350, filed 8/30/77, effective 10/1/77; Order 21, § 251-18-350, filed 5/24/73; Order 3, § 251-18-350, filed 1/15/71.]

WAC 251-18-380 Appointment--Instructional year.

(1) Positions established for periods coinciding with the instructional year of the institution are to be filled in accord with chapter 251-18 WAC.

(2) Employees occupying such positions may be placed on leave of absence without pay by the appointing authority for the scheduled vacation periods coinciding with the instructional year. Such leave of absence does not constitute a break in service and shall not be deducted from the employees' length of service in granting periodic increments except as provided in WAC 251-08-100(3)(f), nor in computing the employee's annual leave accrual rate.

(3) The personnel officer will maintain position rosters indicating all extended instructional year positions within the layoff unit which will become available to instructional year employees during the scheduled vacation period, and will maintain a seniority listing of eligible employees. The personnel officer will post the rosters by April 1 of each year. Eligible employees will have fifteen calendar days after the posting to indicate their availability for the positions.

(4) Within the layoff unit, extended instructional year positions filled during the scheduled vacation period will be filled by instructional year employees having the greatest institutional seniority.

(5) Transfers for instructional year employees will be handled in accord with the institution's transfer procedure as provided in WAC 251-18-346. [Statutory Authority: RCW 28B.16.100. 79-03-029 (Order 71), § 251-18-380, filed 2/27/79, effective 4/2/79; Order 61, § 251-18-380, filed 8/30/77, effective 10/1/77; Order 21, § 251-18-380, filed 5/24/73; Order 12, § 251-18-380, filed 5/23/72, effective 6/25/72.]

WAC 251-18-390 Corrective employment programs.

(1) Upon approval of the director of the Higher Education Personnel Board and the executive secretary of the Human Rights Commission, corrective employment

programs to enhance the attainment of equal employment rights and promotional opportunities for members of under-represented groups may be utilized by higher education institutions when the employer determines that employees of a particular group are under-represented because of present or past practices or other conditions which resulted in limited employment opportunities.

(2) Corrective employment programs for classified personnel shall include the following:

(a) The inclusion within an affirmative action program established by each higher education institution for each fiscal year of special goals and timetables for the employment and promotion of members of under-represented groups. Each program must be submitted for approval by the board. Written programs, goals and reports shall comply with state and federal regulations, following guidelines which affect the employer as a federal contractor;

(b) Provisions for ascertaining the race, religion, color, national origin, age, handicap or sex of applicants for employment and promotion;

(c) Selective certification from all eligible lists, except layoff (subject to the provisions of WAC 251-18-240);

(d) Provision for special training and development programs (such as New Careers, Public Service Careers, and others), and selective appointment of female, minority and disadvantaged employees into the programs;

(e) Provision, when corrective employment goals are not achieved through normal recruiting means, to supplement the eligible list for a class within a job category that is under-represented by race or sex as follows: When it is determined by the personnel officer that an eligible list for a class in a job category does not contain sufficient members of the under-represented groups, applicants who are members of such groups and who meet the minimum qualifications for the class may be admitted to the examination at any time. Those who obtain a passing score will be placed on the appropriate eligible list provided they meet the same criteria and achieve the same required examination score as the original applicant group;

(f) Provision for persons of an under-represented group to enter the employment or promotion process but not to exclude others from it. The rate of entry or promotion through selective certification of members of under-represented groups ordinarily should not exceed a ratio of one out of three positions filled;

(g) Provision for suspending the use of selective certification of members of under-represented groups for employment and promotion whenever the condition of under-representation has been corrected for a job category within an organizational unit of an institution's affirmative action plan; and provisions for reinstating selective certification when needed. [Order 61, § 251-18-390, filed 8/30/77, effective 10/1/77; Order 57, § 251-18-390, filed 3/18/77, effective 4/18/77; Order 40, § 251-18-390, filed 1/23/75; Order 39, § 251-18-390, filed 12/24/74; Order 37, § 251-18-390, filed 10/15/74; Order 35, § 251-18-390, filed 7/23/74; Order 19, § 251-18-390, filed 12/20/72.]



STATE OF
WASHINGTON

Dixy Lee Ray
Governor

OFFICE OF THE GOVERNOR

Legislative Building, Olympia, Washington 98504

EO 79-08

E X E C U T I V E O R D E R

AFFIRMATIVE ACTION IN STATE GOVERNMENT

WHEREAS, as an employer, state government has a continuing responsibility to set an example of equal employment practices for all its citizens regardless of race, religion, color, national origin, sex, age, marital status, or the presence of any physical, mental or sensory handicap/disability; and

WHEREAS, analysis of current state government employment shows under-representation of women, ethnic minorities, handicapped persons and disabled and Vietnam era veterans in certain geographical areas and/or agencies and within various job classifications, particularly those at higher levels of responsibility; and

WHEREAS, corrective action is necessary as a method of achieving an employment profile in state government which is representative of our diverse society and in accord with federal efforts to improve employment for disabled and Vietnam era veterans; and

WHEREAS, to achieve these employment goals as directed in the Executive Order 11246 as amended, Vietnam Era Readjustment Act of 1974, Section 503 Vocational Rehabilitation Act of 1974, Age Discrimination Act of 1967 as amended, RCW 49.60 and other state and federal laws and regulations, there now exist two Affirmative Action Executive Orders, and it is my desire to have one comprehensive order covering affirmative action in state government,

NOW, THEREFORE, I, Dixy Lee Ray, Governor of the State of Washington, by virtue of the power vested in me,

Affirm my commitment to attain equal employment opportunities for all, to ensure freedom from discrimination based upon race, religion, color, national origin, age, sex, marital status, or the presence of any physical, sensory, or mental handicap, in accordance with state laws and public policies; and

Direct that affirmative action continue to improve the employment opportunities of under-represented groups and disabled and Vietnam era veterans in all aspects of employment; and

Direct that barriers to employment of the handicapped be eliminated and reasonable accommodations be made to ensure the inclusion of handicapped individuals in the work force.

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I further direct that agencies and higher education institutions, working with the State Personnel Board and the Higher Education Personnel Board shall make every possible effort to resolve complaints in accordance with grievance procedures established by collective bargaining agreements or, in their absence, internal grievance procedures, provided that employees shall be advised of their right to file a formal complaint with the Human Rights Commission or appropriate federal regulatory agency in a timely fashion.

Accordingly, with these expressed policies and these goals in mind, I make the following declarations:

- A. In order to achieve full agency participation in this effort, the Secretary, Director, President or Chairman of each state agency or higher education institution which has not already done so shall:
 - 1. Develop a policy statement reaffirming and strengthening the agency's/institution's commitment to ensure that equal employment opportunities exist within the agency/institution in accordance with the provisions of state and federal laws regarding under-represented protected groups.
 - 2. Establish and maintain an affirmative action program for the agency/institution which shall include specific goals and objectives for the employment and promotion of ethnic minorities, women, handicapped persons and disabled and Vietnam era veterans, with target dates and supportive systems, and shall comply with all applicable RCWs and WACs and the federal laws rules and regulations where appropriately applied.
 - 3. Appoint an official from existing staff at the Assistant Secretary, Deputy Director, Vice President, Vice Chairman or equivalent level who will be responsible for the development, implementation and supervision of the agency's/institution's affirmative action program. The name and title of the person designated shall be reported to the Human Rights Commission and the Department of Personnel or the Higher Education Personnel Board within 30 days from the date of this order.
- B. The Governor's Affirmative Action Policy Committee is hereby established and shall have the following responsibilities:
 - 1. Serve as a policy and review body with regard to the state's affirmative action program.
 - 2. Approve affirmative action plans submitted through the Department of Personnel and the Higher Education Personnel Board which meet established guidelines.

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Page 3

3. Evaluate reports submitted by the Department of Personnel, the Higher Education Personnel Board and the Human Rights Commission to determine the extent to which the state is meeting the employment needs of all protected groups and affirmative action obligations under federal laws and state laws and regulations.
4. Submit semi-annual reports to the Governor outlining the progress of the state in meeting its goals and timetables.
5. Submit recommendations to the Governor for any further action which it deems appropriate.

C. The Department of Personnel shall:

1. Provide agencies with guidelines and assistance for establishing and implementing an affirmative action program, such guidelines to be in accordance with all above referenced state and federal laws and regulations.
2. Develop and implement a positive hiring program to include additional target recruiting, verification of the job relatedness of examinations, educational workshops, and other training programs.
3. Develop a reporting system for monitoring the progress of each agency toward achieving its goals, including a statistical analysis of present work force.
4. Submit semi-annual reports to the Affirmative Action Policy Committee with copies to the Human Rights Commission.

D. The Higher Education Personnel Board shall:

1. Provide higher education institutions with guidelines and assistance for establishing and implementing an affirmative action program, such guidelines to be in accordance with all above referenced state and federal laws and regulations.
2. Assist higher education institutions in the development and implementation of a positive hiring program to include: target recruiting, verification of the job relatedness of examinations, educational workshops and other training programs.
3. Develop a reporting system for monitoring the progress of each higher education institution toward achieving its goals, including a statistical analysis of present work forces.
4. Submit semi-annual reports to the Affirmative Action Policy Committee with copies to the Human Rights Commission.

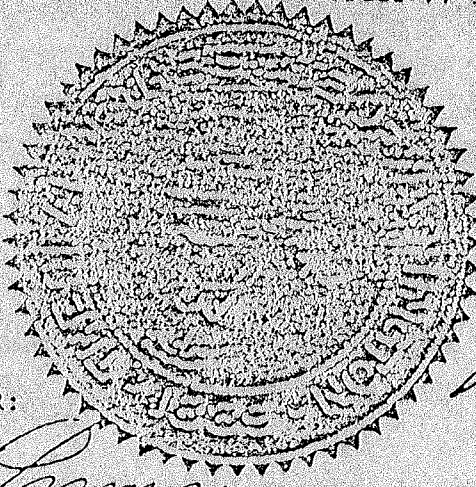
E. The Human Rights Commission shall:

1. Provide the Department of Personnel and the Higher Education Personnel Board with guidelines for establishing and implementing the state's affirmative action program, such guidelines to be in accordance with all applicable state and federal laws and regulations.
2. Provide appropriate training through workshops or other educational programs to state agencies/institutions regarding the interpretation and application of federal and state laws and other regulations applying to equal employment opportunity.
3. Assess affirmative action program plans and progress reports and advise the Affirmative Action Policy Committee regarding agencies'/institutions' compliance with applicable state and federal laws and regulations and progress toward reaching affirmative action goals.
4. Where consistent with the Commission authority, enforce all applicable federal and state laws and regulations pertaining to nondiscrimination and laws affecting disabled and Vietnam era veterans to ensure compliance with the content and spirit of this Executive Order.

F. The Office of the Governor shall:

1. Review and assess the state's affirmative action program plans and progress reports submitted through the Affirmative Action Policy Committee and the advice of commissions and other advisory groups concerned with issues affecting protected groups and interested in the overall affirmative action progress in state government.
2. Take such additional action as is deemed necessary to continue an effective affirmative action program for the state of Washington.

All of the provisions of Executive Order 77-10 and 78-01 are hereby rescinded and revoked.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the state of Washington to be affixed this 15th day of October A.D. Nineteen hundred and seventy-nine.

Governor of Washington

BY THE GOVERNOR:

Secretary of State

PROPOSAL FOR:JOB NO.TIME, DATE AND LOCATION OF PROPOSAL OPENING

Bids will be received at the time and place stated in the Announcement.

Article 10. MODIFICATION OF PROPOSAL

Modification of proposals already received will be considered only if the request for the privilege of making such modifications is granted and the modification is made prior to the scheduled closing time for the receipt of the proposals. All modifications must be made in writing over the signature of the bidder.

Telegraphic modifications will be accepted only if such telegraphic modification is received prior to the bid opening time and same is confirmed in writing on the stationery of the Contractor. Such confirming letter shall be postmarked by date and time prior to bid opening time.

Article 11. WITHDRAWAL OF PROPOSAL

At any time prior to the scheduled closing time for receipt of proposals, any bidder may withdraw his proposal, either personally or by written request and/or telegraphic and confirmed written request, in the manner set forth herein for modification of proposal. If withdrawal is made personally, proper receipt shall be given therefore.

After the scheduled closing time for the receipt of proposals, or before award of contract, no bidder will be permitted to withdraw his proposal unless said award is delayed for a period exceeding thirty (30) days. Any bids received after the scheduled closing time for receipt of bids shall be returned to the bidder unopened.

Article 12. REJECTION OF PROPOSAL

The Owner reserves the right to reject any and/or all proposals. A history of non-minority employment as evidenced by the Bidder's Yearly Employment Report and Bidder's Total Manpower Report may constitute grounds for the rejection of any and/or all proposals. The Owner also reserves the right to waive any informalities in connection with said proposals or bids. If any bidder is interested in more than one proposal, all the proposals in which such bidder is interested shall be rejected. If the proposal includes a supplemental schedule of predetermined unit prices for labor and material, or other items for the purpose of establishing a cost basis on unforeseen contract changes, the Owner reserves the right to reject, without impairing the balance of the proposal, any or all such predetermined unit prices on such supplemental schedules which the Owner may consider excessive or unreasonable.

Article 25. Disputes

All disputes, other than disputes concerning wage rates and classification of labor or those dealt with under other articles of the General Conditions arising under this contract or its interpretations, whether involving law or fact, or both, or extra work, and all claims for alleged breach of contract shall within ten (10) consecutive calendar days of commencement of dispute be presented in writing to the Architect.

Such notice need not detail the amount of the claim but shall state the facts surrounding the claim in sufficient detail to identify the claim, together with its character and scope and shall present the Contractor's proof supporting such claim. In the meantime, the Contractor shall proceed with the work as directed.

The parties agree that any claim not presented within the time limit specified above is waived, except that if the claim is of continuing character and notice of the claim is not given within ten (10) consecutive calendar days of its commencement, the claim will be considered only for a period commencing ten (10) consecutive calendar days prior to the receipt by the Architect or written notice thereof.

The Architect's decision on such claim shall be in writing and shall be final, subject to arbitration if the Contractor should disagree with such decision.

Article 26. Special Requirements for Affirmative Action Program

A. General Application:

Discrimination in the recruitment, training and referral for employment is prohibited by Title VII of the Civil Rights Act of 1964, Presidential Executive Order 11246, and by the Washington State Law Against Discrimination, Chapter 49.60 RCW and may constitute grounds for application of contract default remedies as set forth in the General Conditions. These special requirements establish minimum requirements for affirmative action in fair employment practices and are intended to define and implement the basic non-discrimination provisions of these specifications. Sections (B) and (C), below are equally acceptable to the Owner as methods of complying with affirmative action requirements. Alternate affirmative action programs will not be responsive to these specifications.

For the purpose of this contract:

1. "Minority" is defined as Negroes, Orientals (Japanese and Chinese), American Indians, Spanish-Americans (includes Mexican-American, Puerto Rican and other people with Spanish surnames not otherwise reported) and Others (including Filipino, Korean, Polynesian, Indonesian, Hawaiian, Aleut and Eskimo). For reporting details see Section (E) below.

B. Goals Compliance:

1. Contractor agrees, and will require his subcontractors to agree, subject to the alternate provisions of Section (C), to maintain, as a minimum goal, minority representation in each craft or crafts employed on the project in accordance with goals established by Article 27, Additional University Requirements for Affirmative Action, of the Supplementary General Conditions.

Each craft having less than 14 persons on the project will be added together and the total will be applied to the goals (as if it were a single craft) to determine the minimum minority representation in that group of crafts.

The total of each craft will be determined by adding all persons employed in that craft (e.g., journeymen, apprentices, helpers, etc.) by the general Contractor and his subcontractors on this project.

2. If the Contractor (and Subcontractor(s)) has been unsuccessful in complying with sub-section 1 for any craft(s), he shall broaden recruitment, training and job referral opportunities for minorities by undertaking each of the following:
 - a. Notifying state and community organizations of opportunities for employment, and shall retain evidence of their responses. Trade associations (AGC, NECA, etc.) maintain lists of community organizations that refer minority workers for employment in construction trades. A Contractor may request lists of minority referral sources from the offices of the Washington State Board Against Discrimination, 319 Seventh Ave. E., Olympia, Washington 98504;
 - b. Maintaining a file in which is recorded the name and address of each minority worker referred to the Contractor, and specifically what action was taken with respect to each such referred worker.
 - c. Notifying the Owner whenever the union with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority worker sent by the Contractor, or the Contractor has other information that the union referral process has impeded him in his efforts to effect minority manpower utilization. The Contractor shall show what relief he has sought under his collective bargaining agreement or through appropriate federal and state agencies. Appropriate items can include but are not limited to: (1) arbitration, or (2) administrative relief;
 - d. Hiring directly on a non-discriminatory basis for performance of work in connection with this contract,

if a court of competent jurisdiction finds that a union with which Contractor has a collective bargaining agreement racially discriminates in recruitment or dispatch of workers;

- e. Participation in and use of Owner approved program(s) in the area designed to train craftsmen for the construction trades.

C. Multi-Employer Program Compliance

Contractor (and Subcontractor(s)) may participate in Multi-Employer Programs for the training and/or employment of minority workers in a craft or crafts. Such programs, which must be Owner approved, usually include agreement between the Contractor's association and union(s), and approval by the governmental agency furnishing funds. All Multi-Employer Programs must be submitted to the Washington State Board Against Discrimination with request for comment, if any, by that Board. A plan previously submitted need not be resubmitted unless the affirmative action requirements have been changed.

Approval of a Multi-Employer Program may be withdrawn at such time as the Owner determines that it is not successfully training and/or employing minority workers in a craft or crafts. Upon receipt of notice of withdrawal of approval of Multi-Employer Program by the Owner, the Contractor must thereafter comply with provisions of Section (B). If it is determined by the Owner that the Contractor has not complied with the requirement imposed by the Multi-Employer Program to provide training and employment opportunity on his projects for minority workmen, the Contractor, after notice by the Owner, must thereafter comply with provisions of Section (B). Programs which have been submitted and are currently approved by the Owner as meeting standards of affirmative action may be obtained from the Office of the Washington State Board Against Discrimination, 319 Seventh Avenue East, Olympia, Washington 98504. The provisions of Section (B) shall be affected by this section only for those crafts for which an approved Multi-Employer Program is established and participated in by the Contractor.

D. Monthly Reports:

The Contractor shall report each month the total employment and minority employment by craft (electricians, carpenters, etc.) and by category (journeymen, apprentices, helpers, etc.), other employees of the General Contractor, and inclusive of the same information for all Subcontractors working during the period.

Reports shall be submitted on a form designated by the Owners. The Contractor shall use the total employees and hours (from payrolls) for reporting purposes. The report form may be changed by the Owner as conditions dictate. Copies of the reports shall be forwarded monthly to the Owner and the Washington State Human Rights Commission Contract Compliance Office, 1918 Smith Tower Building, Seattle, Washington 98104.

E. Monthly Meetings:

The Contractor and Owner shall hold a conference to discuss affirmative action with regard to equal employment opportunity at such time as the Owner shall deem it necessary.

Article 27. Additional University Requirements for Affirmative Action

In addition to the State Department of General Administration requirements for affirmative action/equal opportunity, EWU requires all Contractors with whom it enters into a contractual relationship to comply with the requirements for affirmative action specified in Governor Dixy Lee Ray's Executive Order No. 781 which requires all state agencies to work toward a minority employment goal which is representative of the overall minority population of the State of Washington. The overall minority population is currently estimated to be 7%. Based on this determination, the goal for all Contractors doing business with EWU is set at 7% minority employment.

A. Definitions:

GOALS - Goals are defined as projected levels of achievement resulting from an analysis by the Contractor of its deficiencies, and of what it can reasonably do to remedy them given the availability of qualified, or qualifiable, minorities and the expected turnover in its work force.

EXECUTIVE ORDER NO. 78-1 - The relevant part of the Executive Order reads as follows: "NOW, THEREFORE, I, Dixy Lee Ray, Governor of the State of Washington, by virtue of the power vested in me,

Affirm my commitment to attain equal employment opportunity for all, to ensure freedom from discrimination based upon race, creed, color, national origin, age, sex, marital status, or the presence of a physical, sensory, or mental handicap, in accordance with state laws and public policy,

Direct that affirmative action continue to improve the employment opportunities of under-represented protected groups in all aspects of employment,

Direct that barriers to employment of the handicapped be eliminated and that reasonable accommodations be made to ensure the inclusion of handicapped individuals in the work force.

B. University Affirmative Action Policy:

WAC 172-150-010 General Policy. As a major educational institution, a large scale employer, and an influence on our society through its students, its faculty, its alumni, and its employees, Eastern Washington University stands committed to the principles of equal opportunity in employment and in education.

In its most elementary form, our adherence to the concept of equality of opportunity requires that considerations of race, sex, national origin, and religion are irrelevant as determinants of the access an individual has to opportunities for education, employment, achievement, and personal fulfillment. Rather, the controlling factors in all such matters must be individual ability, interest, and merit.

It is the University's present course and future intent to move beyond nondiscrimination, i.e., the elimination of all policies and practices that work to the disadvantage of individuals on the basis of race, sex, national origin, or religion, and to reaffirm our commitment to the concept of Affirmative Action.

The principle of Affirmative Action requires the University to determine if it has met its responsibilities to recruit, admit, employ, promote, and reward women and minorities to a degree consistent with the availability of qualified individuals. The fundamental premise underlying this commitment is that the effects of systematic exclusion, inattention, and overt discrimination in the past cannot be remedied in appropriate ways in a reasonable time by a posture of neutrality. To this end, the University will seek to recruit and employ women and minorities at least in proportion to their availability, and will provide new opportunities for career development when possible and consistent with program and institutional needs which both stimulate and respond to their changing interest, aspirations, and requirements.

Achievement of the foregoing goals and attainment of the longer range objectives require adoption of the following principle:

Procurement and purchasing practices must assure maximum opportunity for the participation of minority vendors in the provision of services and materials and for the employment of minority contractors and construction workers in the construction or renovation of University facilities, either on or off campus. In this regard each Contractor who seeks EWU business is expected to have and to follow an Affirmative Action program that is in accord with federal and state regulations as well as policy specified in WAC 172-150-010.

COMPOSITION OF STUDENTS (HEADCOUNT) BY ETHNIC ORIGIN
WITH PERCENT OF TOTAL COLLEGE ENROLLMENT, FALL QUARTERS

<u>Year</u>	<u>American Indian</u>		<u>Black</u>		<u>Asian</u>		<u>Chicano</u>		<u>Other</u>		<u>Female</u>		<u>Total HC</u>
	<u>N</u>	<u>%</u>	<u>N</u>	<u>%</u>	<u>N</u>	<u>%</u>	<u>N</u>	<u>%</u>	<u>N</u>	<u>%</u>	<u>N</u>	<u>%</u>	
1970	69	1.0	58	0.8	66	0.9	15	0.2	6593	97.1	2011	44.3	6801
1971	104	1.5	157	2.3	91	1.3	30	0.4	6236	94.5	2845	43.0	6618
1972	109	1.6	186	2.7	93	1.4	21	0.3	6317	94.0	2920	43.1	6726
1973	104	1.6	117	1.8	76	1.1	24	0.4	6094	95.1	2705	42.2	6415
1974	116	1.8	148	2.3	70	1.1	23	0.4	6033	94.4	2988	46.8	6390
1975	114	1.6	139	1.9	62	0.9	25	0.3	6845	95.3	3412	47.5	7185
1976	133	1.9	102	1.5	52	0.8	30	0.4	6578	95.4	3410	49.5	6895
1977	99	1.4	79	1.2	62	0.9	32	0.5	6565	96.0	3461	50.6	6837
1978	114	1.6	83	1.1	55	0.8	44	0.6	6717	95.9	3793	54.1	7013
1979	180	2.3	129	1.7	80	1.0	104	1.3	7231	93.6	4105	53.2	7724
1980	165	2.0	113	1.4	79	0.9	125	1.5	7851	94.2	4377	52.5	8333

EXHIBIT 7

1978 - 79 FACULTY UTILIZATION ANALYSIS

Department	Total	Total Women	%Women	%Women Avail.	% Relative Utiliz.	# of Women over(+) under(-)	Total Min.	% Min.	%Min. Avail.	% Relative Utiliz.	# of Min. over(+) under(-)
SCHOOL OF BUSINESS											
Management	21	0	0	3.5	3.5-	.74-	1	4.8	3.3	1.5+	.32+
Accounting & Decision Science	16	2	12.5	3.5	9.0+	1.44+	0	0	3.3	3.3-	.53-
Business & Distributive Ed.	10	2	20.0	3.5	16.5+	1.65+	0	0	3.3	3.3-	.33-
SCHOOL OF FINE ARTS											
Art	11	2	18.2	43.0	24.8-	2.73-	2	18.2	1.4	16.8+	1.85+
Theatre	4	1	25.0	31.7	6.7-	.27-	0	0	2.5	2.5-	.10-
Music	23	4	17.4	38.3	20.9-	4.81-	2	8.7	5.4	3.3+	.76+
R-TV	3	0	0	21.8	21.8-	.65-	0	0	8.4	8.4-	.25-
COLLEGE OF LETTERS & SCIENCES											
Biology	16	1	6.3	16.4	10.1-	1.62-	2	12.5	3.8	8.7+	1.39+
Chemistry	8	1	12.5	7.3	5.2+	.42+	0	0	5.0	5.0-	.40-
Communication Studies	9	3	33.3	21.8	11.5+	1.04+	1	11.1	8.4	2.7+	.24+
Economics	10	1	10.0	6.1	3.9+	.39+	2	20.0	3.4	16.6+	1.66+
English	36	9	25.0	34.0	9.0-	3.24-	1	2.8	3.9	1.1-	.40-
Geography-Anthropology	11	1	9.1	16.2	7.1-	.78-	1	9.1	5.7	3.4+	.37+
Geology	9	1	11.1	3.1	8.0+	.72+	0	0	1.4	1.4-	.13-
History	14	1	7.1	13.5	6.4-	.90-	0	0	5.5	5.5-	.77-
Industrial Technology	6	0	0	2.0	2.0-	.12-	0	0	1.0	1.0-	.06-
Mathematics	19	0	0	7.2	7.2-	1.37-	0	0	5.5	5.5-	1.05-
Modern Languages	12	2	16.7	29.4	12.7-	1.52-	1	8.3	5.1	3.2+	.38+
Philosophy	4	1	25.0	12.4	12.6+	.50+	1	25.0	3.7	21.3+	.85+
Physics	6	0	0	2.8	2.8-	.17-	0	0	.6	.6-	.04-
Psychology	17	1	5.9	22.7	16.8-	2.86-	1	5.9	7.1	1.2-	.20-
Sociology	11	1	9.1	19.9	10.8-	1.19-	1	9.1	8.7	.4+	.04+

Eastern Washington University

Management Reporting System

Report Number Seventeen

Faculty Tenure Status Report

Prepared by:

Academic Affairs

December 1980

FACULTY TENURE STATUS REPORT

	<u>1979-80</u>	<u>1980-81</u>
Tenured teaching faculty	274	280
Tenured faculty on leave w/o pay	9 (69.7%)	3 (69.9%)
Probationary teaching faculty	37	31
Proba. faculty on lve. w/o pay	1 (9.4%)	2 (8.1%)
Faculty on term and other non- tenure-track contracts	54 (13.3%)	64 (15.8%)
Part-time credits equated at 12 per quarter	31 (7.6%)	25 (6.2%)
	<hr/>	<hr/>
	406 (100.0%)	405 (100.0%)

<u>SUMMARY:</u>	<u>1979-80</u>	<u>1980-81</u>
Tenured and Tenure Track	79.1%	78.0%
Non-Tenured	13.3%	15.8%
Part-Time	7.6%	6.2%
	<hr/>	<hr/>
	100.0%	100.0%

Eastern Washington University

Management Reporting System

Report Number Eighteen

Faculty Recruitment Report

Prepared by:
Academic Affairs
December 1980

FACULTY RECRUITMENT REPORT

(For employment 1980-81)

Acting Provost for
Academic Affairs
11/20/80

Name of New Employee	Department	m/f	Race*	No. of Applicants	No. of Male	%	No. of Female	%	No. of Minorities	%
Allen, Ernest D.	HPERA	m	1	5	5	100	0	0	0	0
Bullock, Joseph	HPERA	m	2	**-----	-----From Part-time to Full-time-----					
Bunnell, Colleen	Acctg. & D.Sci.	f	1	5	4	80	1	20	0	0
Cabell, Jake R.	HPERA	m	2	3	3	100	0	0	3	100
Carr, M. Noreena	Education	f	1	28	11	39	17	61	1	0
Dean, David L.	Chemistry	m	1	26	26	100	0	0	4	15
Delaney, Samuel, Jr.	Applied Psychology	m	1	60	55	92	5	8	0	0
Ewert, Alan W.	HPERA	m	1	14	9	64	5	36	2	14
Farwick, Janis B.	Education-REID	f	1	16	11	69	5	31	2	13
Horn, Ray B.	Urb. & Reg.Plann.	m	1	9	9	100	0	0	0	0
Hunter, Hugh O.	Acct. & D.Sci.	m	1	9	8	89	1	11	0	0
Jones, Donald (MSGT)	Military Science	m	1	**-----	-----Reassignment-----					
Kizer, Carolyn	English	f	1	**-----						
McGinty, Robert L.	Acct. & D. Science	m	1	**-----						

* 1 - White

2 - Black

3 - Hispanic

4 - Asian or Pacific Islander

5 - American Indian or Alaskan Native

Total Positions Filled	Total Women	Total Minorities

** No Search conducted

Name of New Employee	Department	m/f	Race	Applicants	No. of Male	%	No. of Female	%	No. of Minorities	%
Musick, James (CPT)	Military Science	m	1	-----	Reassignment		-----	-----	-----	-----
Rankka, Kristine M.	Library	f	1	8	5	63	3	37	1	13
Richards, Lawrence	Acctg. & D. Science	m	1	9	8	89	1	11	2	22
Scholz, Allan T.	Biology	m	1	32	26	81	6	19	2	6
Stern, Leonard	Psychology	m	1	11	10	91	1	9	0	0
Tannehill, Deborah	HPERA	f	1	19	12	63	7	37	1	5
Thompson, Emilie	Education - REID	f	1	11	1	09	10	91	0	0
Turner, Ronald C.	Math & Comp. Sci.	m	1	5	3	60	2	40	0	0
Walker, Charles W.	Geology	m	1	25	23	92	2	8	4	16

Total Positions Filled	Total Women	Total Minorities
23	7	2

SUPPLEMENTARY INFORMATION FORM
(Voluntary Information)

Eastern Washington University is an Affirmative Action Employer. In order to assist us in meeting our affirmative action commitments and providing necessary reports to federal and state government agencies, we would appreciate your providing us the following information:

NAME:

ADDRESS:

RACE: Oriental or Asian ☐
Black or Afro-American ☐
Native American (Indian) ☐
Spanish surnamed ☐
Other ☐
Caucasian (White) ☐

SEX: Male ☐

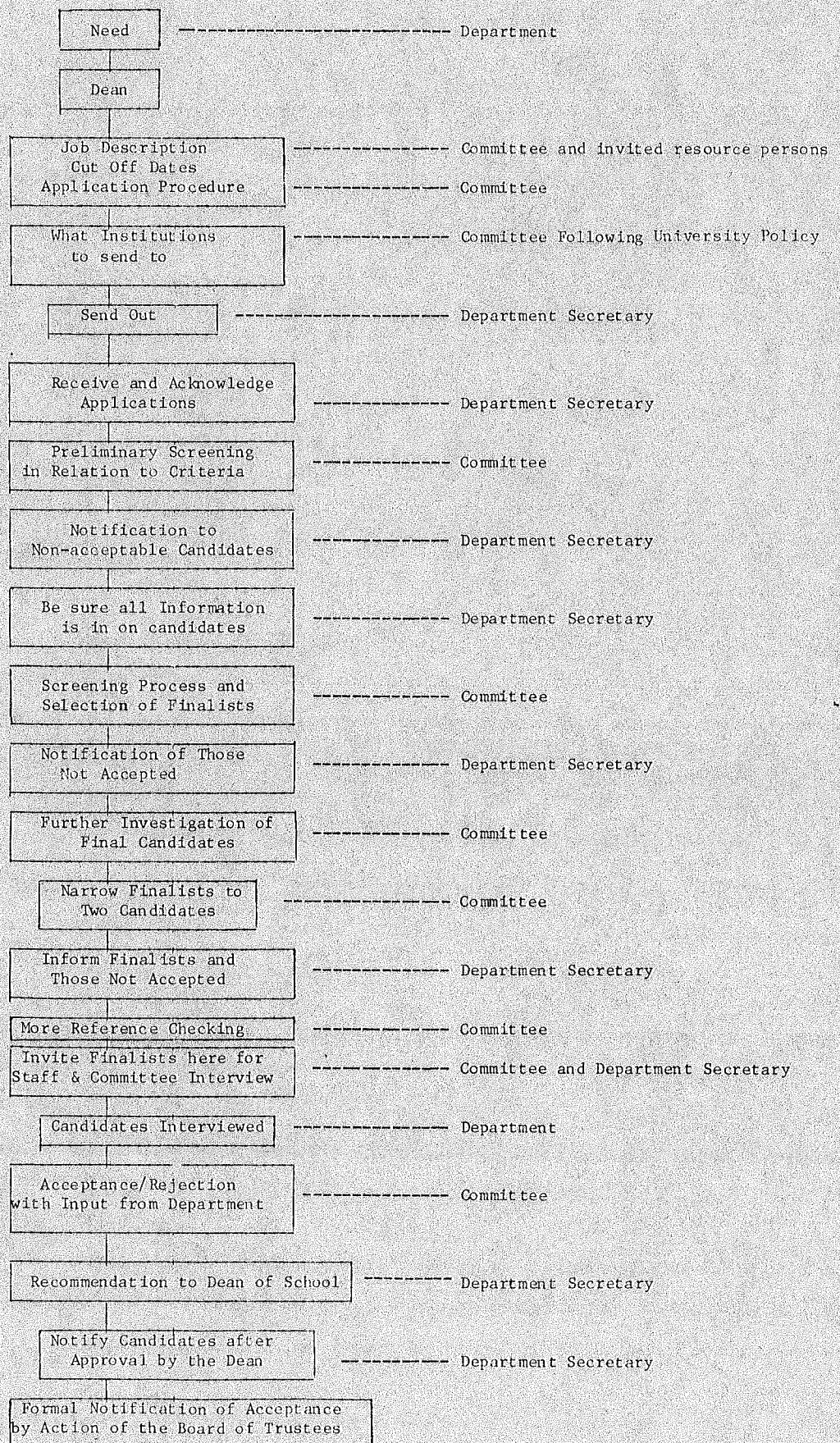
Female ☐

VIET NAM ERA VETERAN ☐

DISABLED VETERAN ☐

HANDICAPPED ☐

FLOW CHART
Hiring In



PERSONNEL PROCEDURES
FACULTY AND EXEMPT HIRING

The following procedures are established in accordance with Eastern Washington University's Affirmative Action Policy to assure that all affirmative action requirements are met in the faculty and exempt hiring process. The procedures constitute University policy and must be adhered to before an offer of employment may be made to any candidate for a full-time faculty or exempt staff position.

Definition of Vacancy

The hiring unit should specify the nature of the vacancy and list the desired qualifications for candidacy. Qualifications should be performance-oriented. A statement defining the vacancy and justifying the stated qualifications should be submitted through the dean/supervisor to the Provost for Academic Affairs or the appropriate vice-president, with a copy to the Personnel Services Office. The justification should explain why the specified degree is required (with particular attention to explaining requirements not generally imposed over the last five years), why the fields of expertise cited were selected, etc. (see attached Form 1).

Selection Process

The persons responsible for the selection and recommendation of the top candidates for the position should be identified and the unit's decision-making process briefly described (see attached Form 2). The selection process should be filed in advance through the dean/supervisor with the Provost for Academic Affairs or the appropriate vice-president, and the Affirmative Action Officer (AAO).

The commitment to affirmative action can be demonstrated by including minorities and women in the search and decision-making process whenever possible. If there are no minorities or women employed in the hiring unit, the unit should invite other appropriately qualified colleagues to assist it.

Job Announcement/Advertisement

The proposed job announcement/advertisement should be submitted through the dean/supervisor to the Provost for Academic Affairs, or the appropriate vice-president, and the AAO, with a copy to the Personnel Services Office (see attached Form 3). The announcement/advertisement should give the expected qualifications, but as preferences rather than absolutes. It should be remembered that the intent is to hire well-qualified individuals, and in particular, minorities and women. Actions should not be taken which make that objective more difficult to achieve.

Ample time should be allowed to obtain an adequate applicant pool, but specific closing dates should not be used because they might defeat the purpose of affirmative action recruiting.

All announcements/advertisements must contain the phrase: "Eastern Washington University is an Affirmative Action/Equal Opportunity Employer and subject to all the provisions of Executive Order 11246. All interested persons are encouraged to apply."

Affirmative Action Procedures
Page Two

The Provost for Academic Affairs, or the appropriate vice-president, will consult with the AAO, and if any problems are detected, will consult with the appropriate dean/supervisor and chairperson. The Provost for Academic Affairs, or the appropriate vice-president, will approve the vacancy statement, the selection process, and the job announcement/advertisement in writing.

Affirmative Action Recruitment

There are two corresponding requirements basic to affirmative action recruitment. The first is open advertising, and the second, nontraditional advertising and recruitment. For faculty vacancies, the advertisement is normally nationwide and the appropriate media include professional journals and The Chronicle of Higher Education. Exempt vacancies could require nationwide or regional advertising, depending on the position.

In addition to openly publicizing a vacancy, the hiring unit must engage in nontraditional advertising and recruitment aimed specifically at generating applications from qualified minorities and women. Departments will confer with the AAO and the Personnel Services Office to determine what other measures are appropriate to this effort. The primary responsibility for all recruiting rests with the departments, but the AAO and the Personnel Services Office will provide technical advice regarding nontraditional recruitment efforts and will maintain an up-to-date list of minority and female contacts who might know of potential candidates. Such efforts may include advertising in newsletters, journals, etc. with a specialized readership of minorities and/or women; utilizing registries or rosters of minorities and/or women professionals; utilizing appropriate national services; personally contacting leading minorities and/or women in the field to solicit possible candidates, etc. Hiring units should note that, for affirmative action purposes, recruiting should be national, even if a given position is generally advertised only regionally--i.e., recruitment efforts should be aimed at sources likely to produce minority and female applicants wherever they are located in the nation.

Applicant-Flow Data Report

The hiring unit should assemble the applications and determine, whenever possible, which of the applicants are minorities and/or women. (The attached Supplementary Information Form should be sent to candidates for the position when departments send letters acknowledging receipt of letters of application.) Applicant-flow data should be recorded and a report (see attached Form 4) submitted through the dean/supervisor to the Provost for Academic Affairs, or the appropriate vice-president, and the AAO, with a copy to the Personnel Services Office. The report should include a listing of the methods and advertising media utilized in the recruitment effort. Applicant-flow data consists of the number of applications received (an application is a written statement of interest in an authorized position) and the number of applicants of each race/ethnic group by sex.

If the affirmative action efforts have been successful, the applicant pool will contain applications from persons of affected classes who meet the minimum requirements; those persons will represent classes currently

Affirmative Action Procedures
Page Three

under-utilized in the given field at Eastern Washington University; and the numbers of minority and/or female applicants will be in proportion to their availability nationally. (The "affected classes" are defined by the federal government as, "Asian Americans, Blacks, Native Americans, Spanish surnamed, and women".)

If the composition of the applicant pool does not reflect successful affirmative action efforts, the recruiting process will be reviewed by the AAO and the Provost for Academic Affairs, or the appropriate vice-president, in consultation with the dean/supervisor and the department. If it is agreed that all reasonable measures for affirmative action have been exhausted, the screening process may continue. Otherwise, further affirmative action recruitment efforts will be required.

References must be in writing but should be checked by telephone; no candidate may be brought to campus for interviews without a telephone check of written references. At least three, preferably five, references should be obtained for all top candidates.

List of Top Candidates

When the applicant pool has been narrowed to the hiring unit's top candidates and/or proposed interviewees, the hiring unit should send through the dean/supervisor to the Provost for Academic Affairs, or the appropriate vice-president, and the AAO, with a copy to the Personnel Services Office:

1. a list of the top candidates and their rankings. The application folders of these candidates should be sent to the dean/supervisor.
2. a list of the minority and/or women candidates who failed to meet the qualifications and why.
3. justification for a decision not to include qualified minority and/or women candidates among the top candidates.

Campus Interviews

Following receipt of the above report, the Provost for Academic Affairs, or the appropriate vice-president, will consult with the AAO and given written approval through the dean/supervisor for campus interviews. No candidate may be brought to the campus without such approval. Ordinarily, the top candidate shall be invited for interviews first, and a decision made as to whether an offer of employment should be made. Permission to bring other candidates for interviews must be obtained through the dean/supervisor from the Provost for Academic Affairs or the appropriate vice-president.

Offer of Appointment

After completion of interviews and the departmental selection process, the

Affirmative Action Procedures
Page Four

hiring unit and dean/supervisor shall report to the Provost for Academic Affairs, or the appropriate vice-president, and state how the qualifications of the candidate selected meet the qualifications originally approved. The approval of the Provost for Academic Affairs, or the appropriate vice-president, is necessary before the position may be offered to a candidate. The offer of appointment shall be made, in writing, by the dean/supervisor. All offers of appointment are subject to approval by the Board of Trustees.

Maintenance of Records

Upon approval of the offer of appointment by the Board of Trustees, the department should send the application folders of all candidates for the position to the Personnel Services Office. The following items should be included in the folders:

1. letter of application
2. vita or resume'
3. transcripts
4. letters of recommendation
5. other documents provided by the candidate and used in the selection process
6. individualized letters sent to candidates
7. form letter sent to candidates, and a list of candidates to whom it was sent
8. notes of telephone interviews, conversations or personal interviews, if a scoring guide was used in the evaluation of candidates.

June, 1980

Department

DateDEFINITION OF VACANCY

Vacancy	Justification
Discipline, Sub-Discipline, Special Expertise:	
Degree(s)	
Required:	
Recommended:	
Experience:	
Other Qualifications:	
Duties:	
Terms/Type of Appointment:	
Starting Date:	

APPROVALS:

Dean/Supervisor _____

Provost/vice-president _____

Affirmative Action Officer _____

SELECTION PROCESS

Describe the selection process:

List all persons responsible for the selection. Include ethnicity and sex.
(e.g., final decision: department chair; screening and recommendation:
personnel committee):

APPROVALS:

Dean/Supervisor_____

Provost/vice-president_____

Affirmative Action Officer_____

JOB ANNOUNCEMENT/ADVERTISEMENT

Attach copies of job announcement(s) and advertisement(s).

Publications in which announcements/advertisements will be placed.
Indicate why selected.

Persons and organizations to be contacted in recruitment process.

Other recruitment activity:

APPROVALS:

Dean/Supervisor _____

Provost/vice-president _____

Affirmative Action Officer _____

SUPPLEMENTARY INFORMATION FORM

(Voluntary Information)

Eastern Washington University is an Affirmative Action Employer. In order to assist us in meeting our affirmative action commitments and providing necessary reports to federal and state government agencies, we would appreciate your providing us the following information:

NAME:

ADDRESS:

RACE: Oriental or Asian

☐

Black or Afro-American

☐

Native American (Indian)

☐

Spanish surnamed

☐

Other

☐

Caucasian (White)

☐

SEX:

Male

☐

Female

☐

VIET NAM ERA VETERAN

☐

DISABLED VETERAN

☐

HANDICAPPED

☐

APPLICANT-FLOW DATA REPORT

	<u>Availability Data (%)</u>
Total Candidates: _____	
Total Minorities: _____	_____
Total Males: _____	_____
Total Females: _____	_____
Total Veterans: _____	
Viet Nam Era: _____	
Other: _____	
Disabled: _____	
Total Handicapped: _____	
Recruiting Methods and Advertising Media Utilized:	

APPROVALS:

Dean/Supervisor _____

Provost/vice-president _____

Affirmative Action Officer _____

AFFIRMATIVE ACTION PROCEDURES CHECKLIST

DATE

Search/Hire

- _____ 1. Vacancy determined and permission to search obtained by chair in meeting with dean/supervisor and Provost/vice-president.
- _____ 2. Vacancy defined (Form 1) and submitted through dean/supervisor to Provost/vice-president, AAO, and Personnel Services Office.
- _____ 3. Selection process developed (Form 2) and submitted through dean/supervisor to Provost/vice-president, AAO, and Personnel Services Office.
- _____ 4. Job announcements/advertisements written (Form 3) and submitted through dean/supervisor to Provost/vice-president, AAO, and Personnel Services Office.
- _____ 5. Dean/supervisor, Provost/vice-president, and AAO approve definition of vacancy, selection process, job announcements/advertisements.
- _____ 6. Advertisements and announcements placed.
- _____ 7. Other recruitment activities undertaken. (Record)
- _____ 8. Applicant pool completed and applicant-flow data report submitted through dean/supervisor to Provost/vice-president, AAO, and Personnel Services Office.
- _____ 9. Applicant-flow data report approved by dean/supervisor, Provost/vice-president, AAO.
- _____ 10. Written references obtained from candidates.
- _____ 11. Telephone references obtained.
- _____ 12. Top candidates selected and list, in rank order, submitted through dean/supervisor to Provost/vice-president, AAO, and Personnel Services Office.
- _____ 13. Application folders of top candidates sent to dean/supervisor.
- _____ 14. Request to bring top candidate to campus for interviews submitted through dean/supervisor to Provost/vice-president (copy to Personnel Services Office).
- _____ 15. Permission to bring top candidate to campus for interviews received from Provost/vice-president through dean/supervisor.
- _____ 16. Candidate brought to campus for interviews.
- _____ 17. Recommendation to make offer of appointment submitted through dean/supervisor to Provost/vice-president (copy to Personnel Services Office).

EASTERN WASHINGTON UNIVERSITY
QUARTERLY REPORT, December 1980

		Fall Quarter 1980	Fall Quarter 1979	% Change
A.	STUDENT AND ENROLLMENT INFORMATION			
1.	Contract Enrollment (Average Annual FTE): 6575			
2.	Average FTE in Remaining Quarters Required to Meet Contract: 6088			
3.	Actual FTE Enrollment	7549	6901	9.4
4.	Actual Headcount Enrollment			
	By Class Level:			
	Freshman	2118	1970	7.5
	Sophomore	1332	1197	11.3
	Junior	1749	1465	19.4
	Senior	1460	1438	1.5
	Graduate	1674	1654	1.2
	By Sex:			
	Male	3956	3619	9.3
	Female	4377	4105	6.6
	By Category:			
	New Freshman	1157	1112	4.0
	Transfer	1662	1627	2.2
	Former Student Returning	774	682	13.5
	Continuing	4722	4298	9.9
	By Residence:			
	On Campus - Residence Hall	1886	1743	8.2
	On Campus - Apartments	68	68	0
	Cheney	1520	1340	13.4
	Spokane	4380	3981	10.0
	Other	314	701	-55.2
5.	Number of Students on Financial Aid	2116	1916	10.4
6.	Number of Students on EWU payroll (Nov.)	1154	1146	0.7
7.	Average Student Load - Credit Hours	13.24	13.00	1.8
8.	Percentage of Students Confirmed for 1st and 2nd Program Choice.	81%	88%	-7.0

COMMENTS:

B. ACADEMIC PROGRAM INFORMATION

1. Student Credit Hours *

By Level:

100-200

300-400

500 & Above

By Location:

On Campus

Spokane **

Other

Fall
Quarter
1980

55,387

49,458

5,867

99,452

11,629

2,631

Fall
Quarter
1979

49,312

45,260

6,176

91,379

7,843

1,840

% Change

12.3

9.3

-5.0

8.8

48.3

43.0

*Includes Health Sciences and Military Science

2. Number of Classes Offered

By Level:

101-200

300-400

500 & Above

By Location:

On Campus

Spokane **

Other

402

484

103

839

120

27

384

498

109

819

131

41

4.7

-2.8

-5.5

2.4

-8.4

-34.1

** Includes Nursing

3. Average Class Size

24.5

22.1

10.9

4. Student/Faculty Ratio (FTES/FTEF)

21:1

20:1

5.0

5. Average Credit Hours per FTEF

303.7

285.4

6.4

COMMENTS:

- a. For Part 2, classes which met any of the following criteria were excluded from the counts: courses whose last two digits were 98 or 99; cancelled classes; classes with meeting times of 9999 ("arranged"); classes listed with zero credits; Thesis and Research Report classes.
- b. FTEF are defined as Formula Teaching Faculty. Students, SCHs, and Faculty generated by non-comparable courses are excluded.

C. STAFFING INFORMATION

1. Activities Directly Supported by State Appropriations
Teaching Faculty - Regular Appointment FTE
- Part Time/Overload FTE
- Total FTE

Other Faculty
Academic Administration
General Administration
Classified Staff
- Managerial/Supervisory
- Other
- Total

Student and Part Time Help - FTE

2. Activities Supported by University Revenues

Housing and Dining System
Bookstore
Service and Activity Fees
Conference Center
Computer Services
Parking
Service Funds
University Center

Student and Part Time Help - FTE

3. Other Activities

Grants and Contracts
Extension & Correspondence

Student and Part Time Help - FTE

Positions Authorized	Positions Filled This Quarter
-------------------------	-------------------------------------

xxx	345.1
xxx	13.3
<u>355.1</u>	<u>358.4</u>
46.7	44.7
14.0	13.0
66.0	65.0
11.0	11.0
<u>399.0</u>	<u>384.0</u>
<u>410.0</u>	<u>395.0</u>
xxx	169.5

51.0	51.0
11.0	11.0
2.0	2.0
6.0	7.0
21.0	21.0
1.0	1.0
32.0	31.0
4.0	4.0

xxx	148.0
-----	-------

xxx	35.4
xxx	2.2

xxx	19.5
-----	------

COMMENTS:

Eastern Washington University
Office of Controller - General Accounting
1980-81 Financial Plan
Quarterly Report, September 30, 1980

	1980-81 Proposed Budget	Actual To Date	Percent Received /Expended
<u>Revenues and Other Additions:</u>			
State Appropriations	\$26,194,722	\$ 6,485,327	24.8%
EWU General Local Fund	829,000	93,456	11.3
Grants and Contracts Fund	2,200,000	768,917	35.0
Associated Student Fund	734,355	162,113	22.1
Auxiliary Enterprises Fund	6,494,379	971,919	15.0
Student Assistance Programs	870,000	406,324	46.7
Capital Projects	4,500,828	912,936	20.3
 TOTAL Appropriations and Revenues	 <u>\$41,823,284</u>	 <u>\$ 9,800,992</u>	 <u>23.4%</u>
 <u>Expenditures, Transfers and Other Deductions:</u>			
General Fund Programs	\$27,023,722	\$ 6,485,327	24.0%
Grants and Contracts Programs	2,200,000	768,917	35.0
Associated Student Programs	800,155	144,856	18.1
Auxiliary Enterprises Programs	6,283,573	978,645	15.6
Student Assistance Programs	870,000	406,324	46.7
Capital Projects	4,742,700	1,267,576	26.7
 TOTAL Expenditures and Other Deductions	 <u>\$41,920,150</u>	 <u>\$10,051,645</u>	 <u>24.0%</u>

E. STATUS OF CAPITAL IMPROVEMENTS

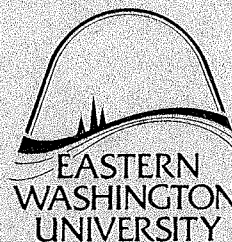
<u>Project Title</u>	<u>Appropriation</u>	<u>Estimated Project Cost</u>	<u>Expenditures To Date</u>	<u>Status</u>	<u>Percent Completed</u>	<u>Estimated Completion Date</u>	<u>Architect/ Contractor</u>
Martin Hall Remodel	3,100,000	3,100,000	105,882	Design	80%	6/82*	Tan/Brookie
Aquatics Building	1,765,000	1,765,000	1,689,825	Complete	100%		H. Halvorson
Handicapped Access:	441,000						
A. Minor Items		191,000	8,547	Construction	4%		EWU Plant
B. HPERA Elevator		250,000	0	Program	0%		Consultant Selection
Minor Improvements:	2,472,000						
A. Theatre Elevator		211,500	0	Construction	-	6/1/81	Lavernier & Shea
B. Tennis Courts		56,906	56,906	Complete	100%		United Paving
C. Cheney Hall Roof		50,988	50,988	Complete	100%		Krueger S/M
D. Various Items		2,152,606	313,860	Construction	10%		EWU Plant
Pavilion Parking		220,789	220,789	Construction	100%		United Paving
PUB Addition		110,000	0	Program	0%		Consultant Selection

COMMENTS:

* Martin Hall Bid opening 12/19/80

PBS:WL:js

Memo



To: H. George Frederickson, President

From: Dick Flamer, Acting Provost for Student Services *Dick*

Date: December 8, 1980

Subject: Housing System Maintenance

The Board of Trustees expressed an interest in maintenance and repair of our dormitory and apartment buildings. The following is a brief description of our program.

RESIDENCE HALL MAINTENANCE PROCEDURES

All custodial service, maintenance, and repair work is within the jurisdiction of the Physical Plant staff. The Housing Department pays a monthly dollar amount for these services. In addition, certain categories are paid on a separate charge-back system. These include elevator repair, locks, and non-routine repairs. However, the Housing Office does not control scheduling or work performance.

Routine requests for repairs may reach the Physical Plant from a variety of sources. Generally the custodians call in work orders for each building. The residence hall staff members complete the attached form and put them in the custodian's box in the dorm office. If a custodian is not available or the need for service is immediate, a residence hall staff member will call in a request. Occasionally, work orders are called in from the Housing Office. In all cases a record of the work order number is kept for follow up purposes.

In the event of a wide spread problem (i.e., noisy heaters), the residence hall staff will survey the students to identify rooms where the problem exists so that repairs can be made more efficiently.

Physical Plant is especially responsive to emergencies, elevator repairs, and lock problems. These receive immediate attention. With the addition last year of a repairman on the evening shift there was definite improvement in service.

At the end of each quarter a list of needed repairs is made as students check out of their rooms. The custodians turn in these requests so that repairs can be made during the vacation period.

A meeting with the Physical Plant department heads was included in the head resident orientation. Not only were questions answered for both groups, but people were able to identify names and faces to aid in future communications.

Periodically, Bob Graham, Director of Facilities, Physical Plant, visits the head resident staff meeting to solicit feedback and answer questions. As a result of one of those meetings last year, a system was designed to notify the residents when work was done. The workman simply completes a card with the appropriate information and leaves it in the student's room or in the office. Mr. Graham also visits individual dorm council meetings with positive results.

During the winter months it becomes necessary to clear parking lots for snow removal purposes. The Housing Office assists Physical Plant and Campus Safety in notifying students of schedules and temporary parking arrangements.

PHYSICAL PLANT PROCEDURES

Maintenance of the dormitories, Married Student Court, Anna Maria Apartments, and Holter House Apartments is a rather complex subject because of the interaction between the Housing Office and Physical Plant. Physical Plant performs the following routine maintenance work according to the following schedule.

The heating/ventilation systems are reviewed on a regular three month basis for filter change out, adjustment and replacement of belts, lubrication of motors and bearings, and general condition of the equipment itself.

Electrical service equipment within the buildings is reviewed yearly, sometimes more often, based on the area and location of the equipment. The equipment is cleaned and the switches, transformers, wiring, and protective devices are given a maintenance review.

Roofing is reviewed every summer for needed repairs and/or top coatings. If leaks are reported the repair is made and the entire roof is reviewed again.

Plumbing fixtures in the bathrooms and mechanical areas receive yearly preventive maintenance to review for valve replacement, washer replacement, general replacement of equipment, etc. Generally when the plumbers are in a building due to a plugged drain, toilet, etc., they check all of the fixtures in the bathroom.

Painting is scheduled on a five year basis, based on the condition of the finish. For the past several years, we have allowed students to paint their own rooms on the concept that if the room is not painted in accordance with our standards of workmanship, the room will be painted over by the paint shop and the student will be charged for the work.

Carpenter Shop - maintenance is scheduled regularly at no more than one year intervals. This particular work covers door maintenance, which includes the lube, repair, replacement of locks, closures, hardware, etc.

Thermostats within each room are given a biannual preventive maintenance check and adjustment, replacement, and/or repair as needed.

In the working relationship with the Housing Office, the students are required to tell their RA or dorm director about the need for repairs within their own rooms. We cannot enter the rooms when they are occupied during the year because it is their home and it should not be violated.

Custodians review daily the condition of the buildings where they work and turn in requests for needed repairs. If custodians are notified of a vacancy and the need for cleaning, the custodian will turn in needed repairs for that vacated room.

During the summer break only, when most rooms are vacant in the dorm system, custodians review all vacant rooms and note the repairs needed.

In general, Physical Plant reviews regularly those systems which are not readily seen. It is the responsibility of the custodians, dorm residents, and Physical Plant employees to report any items that need repair.

Furniture and Carpet - during the year, as repairs are needed for furniture, a request is made and the furniture or the fabric is repaired. These items are a very subjective thing. The Physical Plant custodian manager and the Housing director review those areas in need of repair or replacement. They then compile a plan for the next budget year. In this context, repair means recovering of furniture.

The methods that we use for maintenance of the Housing system are only as good as the people within the building, because we depend on them for information regarding day to day repairs. There are some extreme difficulties with the dorms due to the fact that they are used in many cases as an outlet for frustration by the students, and there is considerable damage as a result. In some areas, there is a frustration on our part in trying to repair items that are continually damaged by the students, i.e., the Streeter/Morrison Hall connection where the ceiling tiles are continually broken up. This particular item will be addressed and there will be an attempt to provide a solution that will be less subject to damage by the students.

dh

December 18, 1980

PERSONNEL ACTIONS

A. Administrative-Exempt

1. Appointments

Brown, Chris R., Training Instructor, Comprehensive Mine Safety and Health Program, from Dec. 5, 1980, through Sept. 30, 1981.

Salary: \$19,619 (annual base: \$24,000 -- grant funded)

Guillotte, Dolphus E., Assistant Training Instructor, Comprehensive Mine Safety and Health Program, from Jan. 1, 1981, through Sept. 30, 1981. Salary: \$13,500 (annual base: \$18,000 -- grant funded)

2. Change in Status

Thompson, Duane G., from Acting Provost for Academic Affairs to Provost for Academic Affairs effective Dec. 18, 1980

3. Sick Leave

Esparza, Ysidro, Chicano Education Counselor; sick leave with pay from Oct. 23 through Dec. 31, 1980

4. Military Leave

Lotzenhiser, George W., Dean of the School of Fine Arts; on military leave with pay Oct. 20 and 21, and Dec. 8 through 12, 1980

B. Academic

1. Appointments

The following are appointed for Winter and Spring Quarters of academic year 1980-81 as adjunct faculty in the Labor Studies Program (no compensation):

Birmingham, Mary Neil, Adjunct Assistant Professor of Labor Studies

Burgeson, Glenn F., Adjunct Associate Professor of Labor Studies

Nichols, Henry W., Adjunct Associate Professor of Labor Studies

Suttner, Daniel M., Adjunct Instructor in Labor Studies (to be

Adjunct Assistant Professor upon award of master's degree expected in April 1981)

2. Sick Leave

Anderson, Robert B., Professor of Physical Education; sick leave with pay Winter and Spring Quarters of academic year 1980-81

3. Resignation

Gwynn, Eunice, Assistant Professor of Home Economics and Chair of the Department of Home Economics; resignation effective Jan. 1, 1981. (Dr. Gwynn has cancelled the leave of absence without pay for Winter and Spring Quarters of academic year 1980-81 previously approved by the Board on Sept. 25, 1980.)